



## **Goostrey Parish Council**

*The Village Hall*

*Goostrey*

*Cheshire*

*CW4 8PE*

*01477 535825*

*E-Mail: [clerk@goostreyparishcouncil.gov.uk](mailto:clerk@goostreyparishcouncil.gov.uk)*

*22<sup>nd</sup> May 2024*

### **DOCUMENT PACK FOR THE ANNUAL MEETING OF GOOSTREY PARISH COUNCIL**

**on Tuesday 28<sup>th</sup> May 2024 at 7.30pm in the Village Hall, Lounge**

All reports will be contained in the document pack or as links within the agenda. Copies of all minutes can be found at <https://goostreyparishcouncil.gov.uk/document-category/minutes/>

**Public Forum** 7.30 – 7.45pm. - Public comments will be taken before the Meeting commences but are restricted to 15 minutes unless the Chairman allows otherwise.

#### **AGENDA**

- 1. Election of Chairman:** To elect a Chairman and receive their declaration of acceptance of office.
- 2. Election of Vice Chairman:** To elect a Vice Chairman and receive their declaration of acceptance of office.
- 3. Declarations of Interest:** To receive and minute any declarations of interests.
- 4. Apologies for Absence:** To receive apologies for unavoidable absence.
- 5. Minutes:** To accept the minutes from the Parish Council meeting on 23<sup>rd</sup> April 2024 and all the decisions therein. View minutes here [Draft Minutes Goostrey Parish Council Meeting 23rd April 2024.](#)

**Motion:** The Parish Council resolves to accept the minutes of the Parish Council meeting held on 23<sup>rd</sup> April 2024.

- 6. Appointments:** To appoint representatives to outside bodies, liaison roles, committees and working groups. **See page 4.**
- 7. Terms of Reference:** To review terms of reference for committees. **See page 6.**
- 8. Assets:** To review assets including buildings and office equipment. **See page 13.**
- 9. Insurance:** To confirm arrangements for insurance cover in respect of all insurable risks. **Page 18**
- 10. Subscriptions:** To review the Council's and/or staff subscriptions to other bodies: **See page 31.**
- 11. Standing Orders:** To review and approve Standing Orders.  
<https://goostreyparishcouncil.gov.uk/wp-content/uploads/2021/02/GPC-STANDING-ORDERS-23-May-2023-.pdf>

**Motion:** The council resolves to approve Standing Orders.

- 12. Financial Regulations:** To review and approve Financial Regulations.  
<https://goostreyparishcouncil.gov.uk/wp-content/uploads/2021/04/GOOSTREY-PARISH-COUNCIL-Financial-Regulations-23-May-2023.pdf>

**Motion:** The council resolves to approve Financial Regulations.

**13. Suspension of Standing Order 5. Ordinary Meetings Items K xvi, xvii, xviii, xix:** To meet statutory requirements the only items of business that must be conducted at the Annual Meeting of the Parish Council is the election of a Chairman. It is therefore proposed that Standing Order 5. Ordinary Meetings Items K xvi, xvii, xviii, xix are deferred to the next full council meeting on 25<sup>th</sup> June 2024.

**Motion:** The Council resolves to defer Standing Order 5 items K xvi, xvii, xviii, xix until the next council meeting on 25<sup>th</sup> June 2024.

**14. Cheshire East Council Matters:** To receive a report on Cheshire East Council Matters. To deal with any questions by Members relating to the report and any questions by Members notified in advance to the Chairman and the CE Councillor.

**15. Committee Matters:** To receive reports from the Parish Council Committees:

- a) Amenities Committee Minutes 1<sup>st</sup> May 2024. [Draft Amenities Committee Minutes 1st May 2024.](#)

**Motion:** The Parish Council resolves to accept the minutes of the Amenities Committee meeting of 1<sup>st</sup> May 2024 and all the decisions therein.

**16. Planning Matters:** Applications may be viewed following the links below or at [https://www.cheshireeast.gov.uk/planning/view\\_a\\_planning\\_application](https://www.cheshireeast.gov.uk/planning/view_a_planning_application)

- a) **Election of Chairman of the Committee:** To elect the Chairman of the Planning Committee.
- b) **Election of Vice Chairman of the Committee:** To elect the Vice Chairman of the Planning Committee.

**c) To receive and consider the following planning applications:**

[24/1567C](#) 24, Lea Avenue, Goostrey, CW4 8LT. Demolition of utility and construction of replacement utility/kitchen extension. Comments deadline 29<sup>th</sup> May 2024.

[24/1252N](#) Heathfield, Blackden Lane, Goostrey, CW4 8DQ. Padel court with associated works. Comments deadline 5<sup>th</sup> June 2024.

**d) To receive an update on the following planning matters:**

- i. Enforcement Request 23/00154E – Planning application 24/0688C Holly Bank Farm.
- ii. [23/3015C](#) RED LION INN, 3, STATION ROAD, GOOSTREY, CHESHIRE, CW4 8PJ. Formation of new raised external seating area to front/side of public house. Refused 24<sup>th</sup> November 2023.

**17. Financial Payments:** To approve payments in Schedule 05/24. **Includes:** Salaries & expenses. **See page 32.**

**Motion:** The Parish Council approves the payments listed on Schedule 05/24.

**18. Clerk's Report:** Including actions from the Last Meeting and Correspondence. **See page 33.**

**19. Highways & Speedwatch:**

- a) **Speedwatch Report** – To receive the Speedwatch Report. **See page 34.**
- b) **SDU at Shearbrook, Main Road** – To receive the SDU Data Report. **See page 35.**

**20. Police Matters:** To consider any matters related to local policing.

**21. Annual Governance and Accountability Return for the year 2023/24:** **See page 36.**

- a) **Annual Internal Audit Report 2023/24:** To receive and note the comments in the annual internal audit report.

**b) Annual Governance Statement:** To consider and approve the Annual Governance Statement.

**Motion:** The Parish Council resolves to approve the Annual Governance Statement 2023/24.

**c) Accounting Statements:** To consider and approve the Accounting Statements for 2023/24.

**Motion:** The Parish Council resolves to approve the Accounting Statements 2023/24.

**22. Public Inspection Period (Notice of Public Rights):** The Clerk/RFO confirms the Public Inspection Period (Notice of Public Rights).

**23. Cheshire East Council Consultations:** To consider and approve any council response to the following consultations:

Household Waste Recycling Centre Consultation 2024. Deadline 16<sup>th</sup> June. View consultation <https://surveys.cheshireeast.gov.uk/s/MG05GD>

**24. Minor items and items for the next agenda.**

**25. Date of Next Meeting – 25<sup>th</sup> June 2024**

## **PART TWO**

### **MEMBERS OF THE PRESS AND PUBLIC ARE ASKED TO RETIRE.**

In accordance with the Public Bodies (Admission to Meetings) Act 1960, as extended by the Local Government Act of 1972, the press and public are excluded from the meeting for the discussion of the undermentioned items on the grounds that the publication of the matters would be prejudicial to public interest by reason of the confidential nature of the business to be transacted.

**Motion:** The Parish Council resolves to move to Part Two to discuss confidential matters relating to a councillor's dispensation.

**26. Councillor Dispensation**

**Close meeting**

# ENCLOSURES

## Item 6 Appointments

### Goostrey Parish Council Committees 2024 - 2025

The Chairman and Vice Chairman of each committee will be elected at the first meeting of that committee following the Annual Parish Council Meeting.

#### **Amenities Committee**

Terence Rathbone – Chairman  
Paul Morgan – Vice Chairman  
Neil Beckham  
Arthur Freeman  
David Craggs  
Paddy Fagan

#### **Finance Committee**

Ken Morris – Chairman  
Arthur Freeman – Vice Chairman  
Terence Rathbone  
Ian O’Donoghue  
Peter Hall  
Susan Mooney

#### **Planning Committee**

Ken Morris - Chairman  
David Craggs – Vice Chairman  
Neil Beckham  
Terence Rathbone  
Paul Morgan  
Paddy Fagan

#### **Staff Committee**

Ian O’Donoghue - Chairman  
Paul Morgan  
Ken Morris  
Terence Rathbone

#### **Village Hall Management Committee (VHMC)**

Neil Beckham - Chairman  
Arthur Freeman – Vice Chairman  
Peter Hall  
Sally Ball – VHPFF  
Martin Leake – VHPFF  
Edna Brandreth – VHPFF  
Lyndsey Atkins – School  
Jacqui Schurer-Lewis – School  
Vacancy – School

## **Boothbed Lane Play Area Working Group**

Paul Morgan

## **External Appointments and Liaison Roles**

Ken Morris – Jodrell Bank UNESCO Steering Group, Rudheath Quarry Liaison Group

Terence Rathbone – Police Liaison, Speedwatch Liaison, Highways Liaison

Neil Beckham – VHPFF Liaison

Paddy Fagan – FOGS Liaison, Goostrey Parish Archive Liaison

Peter Hall – Manchester Airport Liaison

Ian O'Donoghue – Goostrey Footpaths Group



**AMENITIES COMMITTEE**

**Terms of Reference & Scheme of Delegation**

1. The Committee will appoint a Chairman at the first meeting following the Annual Meeting of the Council in May each year. A Chairman shall normally serve no more than four consecutive years. In the event of the Chairman's absence the members of the Committee present will appoint a Chairman, at the beginning of the meeting.
2. The Committee will consist of a minimum of five Councillors. A quorum of three members is required for each meeting. It will meet at least four times a year, with additional meetings as required. It will report to the Full Council Meeting following each of its meetings. To ensure coordination with other Goostrey organisations at least one, and preferably two, members of the Committee will attend the Goostrey Village Hall and Playing Fields Foundation AGM and Trustee Meetings and the Goostrey Scout Hut and Youth Facility User Group.
3. The purpose of the Committee is to look after:
  - a) Specific grassed areas in the Village (e.g., Shearbrook Bank including the verge and hedge) and others where designated by the Parish Council.
  - b) Village Planters and Planting
  - c) Graveyard Maintenance (St Luke's Graveyard nr the Village Hall)
  - d) Village Events (e.g., Seniors Lunch, Parish Council's Rose Day Stand etc)
  - e) Village Assets such as the Speed Indicator Devices, benches and notice boards (as featured in Goostrey Parish Council's Register of Assets, and to ensure that these are run and maintained for the benefit of Parishioners)
  - f) Village Archive – The Committee will liaise with the Archive Group to ensure the continued development and maintenance of the archive
  - g) Footpaths - The Committee will liaise with the Goostrey Footpaths Group to monitor the condition and maintenance of the public rights of way within the Parish
  - h) Trees – The Committee will liaise with the Goostrey Tree Warden to protect specific trees, groups of trees or woodlands in the Parish in the interests of amenity and to identify others which justify protection
  - i) Booth Bed Lane Play Area – The Committee will liaise with Cheshire East Council regarding development and maintenance issues
  - j) The Committee will, in conjunction with Goostrey residents, identify additional community assets, services or events which will enhance the quality of life for Goostrey residents and make appropriate recommendations to the Parish Council
4. The Amenities Committee is responsible spending and monitoring the Amenities budget and will make recommendations for any additional expenditure to either the Finance Committee or Full Council (whichever meets first). In November each year the Committee will recommend to the Finance Committee an appropriate budget for the next 3 financial years.

5. The Committee will be guided by the following considerations:
  - a) to provide a good range of facilities, capable of giving benefit to people of all ages
  - b) to have them inspected regularly, and maintaining them in line with the latest Health and Safety requirements
  - c) to engage contractors for regular maintenance, or for development as the need arises
6. The Committee will communicate with parishioners by submitting news and information for inclusion in the Parish Council Newsletter, the Parish Magazine, the Parish Council Notice Boards and on the website <https://goostreyparishcouncil.gov.uk>
7. These Terms of Reference will be reviewed annually.

**APPROVAL**

Council Minute 06.23.5.a

**REVIEW DUE**

May 2024



## **FINANCE COMMITTEE**

### **Terms of Reference**

1. These Terms of Reference should be read in conjunction with Goostrey Parish Council's Standing Orders and Financial Regulations.
2. The Committee will appoint a Chairman at the first meeting following the Annual Meeting of the Council in May each year. A Chairman shall normally serve no more than four consecutive years. In the event of the Chairman's absence the members of the Committee present will appoint a Chairman, at the beginning of the meeting.
3. The Committee will consist of a minimum of six Councillors. A quorum of three members is required for each meeting. It will meet at least four times a year, with additional meetings as required. It will report to the Full Council Meeting following each of its meetings.
4. The purpose of the Committee is to:
  - a) Monitor and update the Financial Regulations and Standing Orders (as regards financial matters) and ensure that they are observed by the Council.
  - b) Monitor the financial administration of the Council.
  - c) Provide advice and guidance to the Chairs of other Committees of the Council and to the Full Council on all aspects of financial management.
  - d) In consultation with the Chair of the Council and the Parish Clerk/RFO, co-ordinate the detailed budget of the Council and recommend to the full Council the annual budget and the annual precept to be levied.
  - e) On a quarterly basis the Chair of the Finance Committee is to report to the full Council on the progress of actual expenditure compared to the budget. The RFO circulate the annual bank reconciliation to all members.
  - f) To ensure that the RFO prepares the accounts of the Council and arranges their internal and external audits.
  - g) Monitor the administration and review of day to day financial matters including internal audit of the Council's income and expenditure.
  - h) Conduct an annual review of the effectiveness of the internal audit.
  - i) Conduct an annual review of the council's insurance policies and monitor the procedure for risk assessment of all of the Council's activities.
  - j) To receive advice from the RFO on all aspects of finance and financial regulations, including the investment of both operating and capital balances and any transfer into and out of the capital fund (such transfers to be subject to agreement by the full Council).
  - k) To make recommendations to the full Council, with regards to the transfer of funds from and to a particular operating budget.
  - l) Consider quarterly applications to the Council's grant budget and periodically review the procedure for making grants.
  - m) In conjunction with Full Council, consider requests for donations.
  - n) Ensure that appropriate records are maintained of all assets and that the assets are adequately controlled maintained and insured.
5. The Committee will communicate with parishioners by submitting news and information for inclusion in the Parish Council Newsletter, the Parish Magazine, the Parish Council Notice Boards and on the website <https://goostreyparishcouncil.gov.uk>
6. These Terms of Reference will be reviewed annually.

#### **APPROVAL**

4<sup>th</sup> July 2023

#### **REVIEW DUE**

July 2024



## **GOOSTREY PARISH COUNCIL**

### **VILLAGE HALL MANAGEMENT COMMITTEE**

#### **Terms of Reference**

#### **PREAMBLE**

1. The Village Hall Management Committee (VHMC) first met in its present form on 30 January 1997. The revised Structure of the VHMC was agreed by the former Management Sub-committee on 9 September 1996 and the full Parish Council on 8 October 1996.
2. The VHMC will act in accordance with the \*Working Practices Manual\* and the "Agreement relating to the Joint Use of the Goostrey Primary School in the County of Cheshire" dated 19 June 1985 (Ref. J T Kellet, County Hall, Chester, 21.4/RH/SMD/PSR004).

#### **TERMS OF REFERENCE**

3. The VHMC remains a Sub-Committee of Goostrey Parish Council. Its recommendations must be approved by the full Parish Council prior to action being taken (other than devolved powers on expenditure, see below).
4. The VHMC consists of nine (9) members, comprising 3 Parish Councillors, 3 representatives from Goostrey School and 3 representatives from Goostrey VHPFF
5. Any meeting shall be deemed quorate in the presence of 4 members, which must include at least one representative of each of the constituent bodies involved, i.e. Goostrey Parish Council, Goostrey School and Goostrey VHPFF.
6. The VHMC shall elect a Chairman and Vice Chairman at its first meeting following the Annual Meeting of the Parish Council in May each year. VHMC members may also be re-elected as proposed by the constituent bodies.
7. The VHMC has three broad areas of responsibility:
  - a) Finance
  - b) Maintenance
  - c) Lettings

#### **FINANCE**

8. The VHMC shall set a budget for each financial year (1 April – 31 March, in accordance with the Parish Council year).
9. The VHMC uses the Parish Council bank account for the purposes of the Village Hall, which is maintained by the Parish Clerk and audited in conjunction with the Parish Council.

10. The Parish Council shall pay salaried staff from the budget allocated to the VHMC for staffing. The Parish Council's Staffing Committee, together with the VHMC, will review their Contracts and Terms of Employment.
11. The VHMC shall decide and recommend for approval any change in hiring charges, which shall be determined annually.
12. The VHMC, through the Parish Clerk, shall have delegated powers of up to £250 expenditure (excluding salaries) per month without the need for prior Parish Council approval (see Goostrey Parish Council Financial Regulations).

## **MAINTENANCE**

13. The VHMC shall be responsible for the day-to-day maintenance of the Village Hall in accordance with the \*Working Practices Manual\*.
14. The \*Working Practices Manual\* shall be reviewed regularly and any changes agreed by all the constituent bodies (Goostrey Parish Council, Goostrey School and Goostrey VHPFF).
15. The VHMC will be responsible, through the Parish Clerk, for the supervision of any Village Hall employees.
16. The Parish Council provide Contents and Liability insurance as appropriate. Buildings insurance is covered by school's membership of the Department for Education's Risk Protection Arrangement which is paid for by the school.

## **LETTINGS**

17. The VHMC will designate Keyholders, including the Parish Clerk and Village Hall Supervisor(s), and will display a list of Contacts/Keyholders on the main entrance door.
18. The VHMC shall be responsible for all lettings, via the Village Hall Supervisor(s), and will arbitrate in any disputes.
19. The VHMC will determine the Conditions of Hire and review them on a regular basis.
20. The VHMC shall ensure that all necessary Entertainment, Music and Alcohol licences are obtained to comply with current statute.

*Goostrey Village Hall Management Committee (Revision 1b, 8 March 2022)*

## **APPROVAL**

Council Minute 06.23.5.b

## **REVIEW DUE**

June 2024

\* Working Practices Manual – this is under development in consultation with the School, VHPFF and Parish Council.



**PLANNING  
COMMITTEE**

**Terms of Reference**

**Purpose of the Planning Committee:** This Committee is appointed to review and respond to all planning applications and consultations on behalf of Goostrey Parish Council.

1. These Terms of Reference should be read in conjunction with Goostrey Parish Council's Standing Orders.
2. The Committee will appoint a Chairman at the first meeting following the Annual Meeting of the Council each year. A Chairman shall normally serve no more than four consecutive years. In the event of the Chairman's absence the members of the Committee present will appoint a Chairman, at the beginning of the meeting.
3. The Committee will consist of a minimum of six councillors. A quorum of three members is required for each meeting.
4. The Clerk will refer every planning application received to the next meeting of the Council or to the next meeting of the Planning Committee.
5. Planning decisions will normally be made during full council meetings on the 4<sup>th</sup> Tuesday in the month, however, a separate planning meeting may be held prior to full council meetings if the number and/or complexity of planning applications requires additional time. This will be agreed by the Chairman of the committee in consultation with the Clerk.
6. If the Council or Planning Committee cannot determine a response between scheduled meetings without missing the comments deadline, and where a request for extension to the deadline has not been granted, the Clerk has delegated responsibility to respond on the Council's behalf to the Planning Authority. The Clerk will consult informally with the Chairman of the Planning Committee and Committee Members to decide whether to convene a separate meeting or submit a "no comments" reply using the agreed delegated powers. These decisions will be ratified by resolution at the next Council or Planning Committee meeting.
7. The Clerk is responsible for submitting the responses to the Planning Authority.
8. The committee will:
  - a) Consider all planning applications.
  - b) Study relevant plans, individual Councillors to take a view as to whether to visit relevant sites to form their opinion and consider any comments from members of the parish before coming to a decision.
  - c) Consider whether to canvass opinion for and against applications to assist with a fair determination of applications.
  - d) Recommend to the Parish Council how it should respond to each planning application.
  - e) Ensure that any objections or recommendations are based solely on planning criteria.
  - f) Monitor the general environment of the parish and report to the planning authorities any potential planning breaches.
  - g) Respond on behalf of the Parish Council when a time sensitive response is required.
  - h) Respond to all consultations regarding planning issues or issues that will have an impact on planning and may attend the Local Authority Planning Committee to speak about a Planning Application on behalf of the Parish Council.
  - i) May make a written representation and elect a member to attend the Hearing or Inquiry on behalf of the council when an application is subject to appeal.
  - j) Review the council's Neighbourhood Plan as required.
9. These Terms of Reference will be reviewed annually.

**APPROVAL**

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**REVIEW DUE**



## **STAFF COMMITTEE**

### **Terms of Reference**

**Purpose of the Staff Committee:** This Committee is appointed to make decisions on all staffing matters subject to budget and expenditure limits decided by Goostrey Parish Council.

1. These Terms of Reference should be read in conjunction with Goostrey Parish Council's Standing Orders and Financial Regulations.
2. The Committee will appoint a Chairman at the first meeting following the Annual Meeting of the Council each year. A Chairman shall normally serve no more than four consecutive years. In the event of the Chairman's absence the members of the Committee present will appoint a Chairman, at the beginning of the meeting.
3. The Committee will consist of a minimum of four councillors. A quorum of three members is required for each meeting. It will meet as required and will report to the Full Council Meeting following each of its meetings.
4. The committee will:
  - a) Establish and keep under review the staffing structure in consultation with the Parish Council.
  - b) Draft, implement, review, monitor and revise policies for staff.
  - c) Establish and review staff salary pay scales for all categories of staff and be responsible for their administration and review.
  - d) Oversee the recruitment and appointment of staff.
  - e) Arrange execution of new employment contracts and changes to contracts.
  - f) Review and revise employment contracts in consultation with staff and in compliance with legislation and, as appropriate, to recommend any changes to the Parish Council.
  - g) Monitor staff job descriptions and ensure they reflect the requirement of the role.
  - h) Establish and review performance management (including annual appraisals) and staff training.
  - i) Monitor staff working conditions and Health and Safety matters.
  - j) Monitor and address regular or sustained staff absence.
  - k) Make recommendations on staffing related expenditure to the Finance Committee
  - l) Consider any appeal against a decision in respect of pay.
  - m) Consider a grievance or disciplinary matter (and any appeal).
  - n) Oversee any process leading to dismissal of staff (including redundancy
  - o) Supervise and performance manage the Clerk's work, administer leave requests, record and monitor absences and handle grievance and disciplinary matters. At least two members of the committee will be nominated to carry out the Clerk's appraisal.
5. These Terms of Reference will be reviewed annually.

**APPROVAL**

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**REVIEW DUE**

XXX

**Goostrey Parish Council**  
**Fixed Assets and Long Term Investments**

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
<b>1 Parish Council</b>							
Dell Laptop	01/01/2022	624.16	624.16	Portable			
Desk and Chair	01/03/2002	350.00		Parish Office			
Dymo Label Printer	01/12/2014	5.00	5.00	Parish Office			
Filing Cabinets	01/03/2019	487.00	487.00	Parish Office			
Guilotine	01/12/2014	19.99	19.99	Parish Office			
IMac Computer	01/07/2016	899.00	899.00	Parish Office			
Laminator	01/07/2011	33.99	33.99	Parish Office			
Lenovo Computer and UPS	01/06/2020	581.98	581.98	Parish Office			
Liter Pickers and Hoops (3)	01/12/2014	30.95	30.95	Parish Office			
Mail Trays	Unknown	24.99	24.99	Parish Office			
Noticeboard	01/03/2017	1,656.00	1,656.00	Bank View			
Printer Brother MFC-J6270 DW	01/09/2014	189.00	189.00	Parish Office			
Projector	Unknown	50.00	50.00	Parish Office			
Samsung Mobile Phone	01/01/2022	415.83	415.83	Portable			
Strimmer	01/10/2008	65.67	39.40	Parish Office			
		<b>5,433.56</b>	<b>5,057.29</b>				
<b>2 Amenities</b>							
Churchill Oak Monument	01/03/2015	150.00	150.00	Bogbean			
Defibrillator	01/04/2013			Phone Box Main Road			
Fido Dog Bin	01/07/2019	109.00	109.00	Booth Bed Lane			
Fido Dog Bin and Post	01/01/2020	190.00	190.00	Church Bank Corner			
Highway Miirror	04/02/2024	38.00	38.00	Main Road opp. Manor A			
Lighting Column	Unknown						
Metal Village Sign	Unknown			Bogbean			
Noticeboards (3)	01/03/2019	1,638.00	1,638.00	The Old Paddock, Shops			
Oak Bollard	01/02/2021	40.00	40.00	Church Bank Corner			

**Goostrey Parish Council**  
**Fixed Assets and Long Term Investments**

<b>Asset Description</b>	<b>Date Acquired</b>	<b>Purchase Value</b>	<b>Current Value</b>	<b>Location /Responsibility</b>	<b>Estimated Life</b>	<b>Usage/Capacity</b>	<b>Charges</b>
Oak Bollards (9)	01/01/2011	435.00	391.50	Church Bank Corner			
Phone Box	01/12/2012	1.00	1.00	Main Road/Bank View			
Picnic Tables (2)	01/02/2008	1,244.00	497.60	Booth Bed Play Area			
Planter	20/06/2001	113.00		Booth Bed Lane Green			
Planter	01/06/2002	262.00		Bank View			
Planter	20/06/2001	113.00		Booth Bed Lane Green			
Planter	20/06/2001	113.00		Booth Bed Lane Green			
Planter	20/06/2001	113.00		Booth Bed Lane Green			
Planter	20/06/2001	113.00		Booth Bed Green			
Road Sign Church Bank	01/10/2019	165.00	165.00	Church Bank Corner			
SDU	01/01/2021	3,138.62	3,138.62	shear brook Bank			
SDU	2005	3,500.00	3,500.00	Opposite The Crown			
Seat	01/11/2024	700.00	700.00	Bogbean (Main Road Sid			
Seat	01/11/2024	700.00	700.00	Booth Bed Lane Green (F			
Seat	01/11/2024	700.00	700.00	Booth Bed Lane Green (F			
Seat	01/02/2021	789.60	789.60	Booth Bed Lane Green			
Seat	01/01/2007	504.00	100.80	Main Road/Bank View			
Seat	Unknown			Church Bank Corner			
Seat	01/05/2023	700.00	700.00	Bogbean (Mill Lane Side)			
Seat	01/06/2009	325.00	260.00	Sandy Lane			
Seat	Unknown			Shearbrook Bank			
SID Device	01/05/2017	3,505.00	3,505.00	New Platt Lane			
SID Device (2)	01/11/2008	8,792.00		Station Road and Boothb			
SID Posts (3)	01/05/2008	1,522.70	913.62	New Platt Lane, Station F			
Speed Guns (2)	2018	188.00	188.00	Portable			
Village Signs (6)	01/02/2019	5,324.40	5,314.40	Village Locations (see no			
		<b>35,226.32</b>	<b>23,730.14</b>				

**Goostrey Parish Council**  
**Fixed Assets and Long Term Investments**

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
<b>3 Village Hall</b>							
6 Ring Range Cooker Hood	01/09/2017	2,721.60	2,721.60	Village Hall Lounge Kitch			
AKG Microphone	01/06/2020	52.02	52.02	Village Hall			
Archive Cabinets and Furniture	01/07/2018	1,701.26	1,701.26	Village Hall Committee R			
Baby Changing Unit	01/01/2009	216.00		Village Hall			
Bain Marie	01/09/2017	549.60	549.60	Village Hall Lounge Kitch			
Blinds	01/05/2010	1,080.00	1,080.00	Village Hall			
Card Tables	Unknown	1,000.00		Village Hall			
Carpet	01/09/2005	1,349.79		Village Hall			
CCTV and Door Entry System	01/01/2019	4,370.40	4,370.40	Village Hall			
Chairs Lounge (40)	01/03/2015	2,040.00	2,040.00	Village Hall			
Christmas Decorations	28/10/2022	267.45	267.45	Village Hall			
Christmas Decorations	10/11/2022	45.00	45.00	Village Hall			
Cups and Saucers White (83)	01/02/2016	61.00	61.00	Village Hall			
Curtains	01/03/2013	1,644.80	1,644.80	Village Hall			
Cutlery	01/02/2010	276.26	276.26	Village Hall			
Defibrillator	Unknown			Village Hall			
Dishwasher	01/09/2017	2,376.00	2,376.00	Village Hall Lounge Kitch			
Display Boards	01/06/2013	288.00	288.00	Village Hall			
Dyson Vacuum Cleaner	01/10/2009	156.51	125.21	Village Hall			
En One Chairs (150) see notes	01/07/2019	4,602.48	4,602.48	Village Hall			
Floodlighting	Unknown	1,800.00		Village Hall			
Furnishings	Unknown	1,500.00					
Go Pack Tables (22) with Trolleys	01/07/2019	2,400.00		Village Hall			
Hearing Loop	Unknown	620.00	620.00	Village Hall Lounge			
Laptop and Bag	01/01/2019	349.99	349.99	Village Hall			

**Goostrey Parish Council**  
**Fixed Assets and Long Term Investments**

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Litter Bin	13/02/2024	78.00	78.00	Village Hall			
Microphone	01/06/2006	1.98	1.98	Village Hall			
Microphones	Unknown	150.00		Village Hall			
Numatic Floor Cleaner	01/04/2015	821.56	821.56	Village Hall			
Olympus Recorder	Unknown		17.99	Village Hall Lounge			
Philips Microphones	Unknown		56.00	Village Hall Lounge			
Portrait of Queen	01/10/2007	161.50	64.60	Village Hall			
Refrigerator	01/09/2017	652.80	652.80	Village Hall Lounge Kitch			
Sound System	01/07/2005	980.00		Village Hall			
Stage Backdrop Curtains	01/02/2007	981.54	196.31	Village Hall			
Stage Curtains	Unknown			Village Hall			
Stage Lighting	01/12/2012	189.80	189.80	Village Hall			
Stage Lighting - Safety Lights	Unknown	500.00	335.00	Village Hall			
Stage Lighting Components	01/11/2011	53.10	53.10	Village Hall			
Stage Lighting System	01/07/2019	4,460.71	4,460.71	Village Hall			
Stage lighting Unit	01/09/2011	1,528.40	1,528.40	Village Hall			
Stainless Steel Table	01/09/2017	270.00	270.00	Village Hall Lounge Kitch			
Tables (2)	01/07/1995	1,000.00		Village Hall			
Vacuum Cleaner	Unknown	35.00	35.00	Village Hall			
Village Hall Sign and Light	01/03/2019	635.64	635.64	Village Hall			
Washing Bowl	01/01/2019	25.00	25.00	Village Hall Lounge Kitch			
Water Heater	01/12/2009	750.00	600.00	Village Hall			
		<b>44,743.19</b>	<b>33,192.96</b>				

**4 Expenditure from Reserves**

4 Tiered Planter	06/02/2023	300.00	300.00	Booth Bed Lane/Main Ro			
Bike Rack	06/02/2023	99.00	99.00	Booth Bed Lane/Main Ro			
Christmas Floodlights (X2)	01/11/2023	520.00	520.00	Bogbean			



**Goostrey Parish Council**  
**Fixed Assets and Long Term Investments**

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Christmas lights (Barrier)	10/11/2022	37.46	37.46	Parish Office (Loft)			
Christmas Lights (Beech Tree)	01/11/2023	1,220.00	1,220.00	Bogbean			
Christmas lights (Cages)	25/11/2022	197.60	197.60	Bogbean			
Christmas lights (Pegs)	11/11/2022	16.49	16.49	Parish Office (Loft)			
Christmas Lights Tree Frame	02/10/2023	174.99	174.99	Parish Office			
Floodlights	21/11/2022		1.00	Parish Office (Loft)			
Seat (3)	06/02/2023	2,835.00	2,835.00	Boothbed Lane/Main Road			
		<b>5,400.54</b>	<b>5,401.54</b>				
<b>Grand Total:</b>		<b>90,803.61</b>	<b>67,381.93</b>				

The Council's fixed assets and long term investments were reviewed by the Finance Committee on 9th April as part of the process for agreeing the accounts for 2023/2024. The council was presented with this information at its meeting on 23rd April.

## Item 9 Insurance

The council's insurance arrangements for insurance cover were reviewed at the Council meeting on 27th February, prior to payment being required for the 2024/2025 insurance period. The council is in the second year of a 3 year Long Term Agreement with Zurich. The council were advised that cover for contract disputes and debt recovery were now optional. The council decided to add contract dispute cover to the schedule.



Ms Emma Bambrook  
Goostrey Parish Council  
The Village Hall  
Main Road  
Goostrey  
CREWE  
Cheshire  
CW4 8PE

## Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number	YLL-2720872583
Insured	Goostrey Parish Council
Business	Parish / Town Council
Period of Insurance	
From	01 <sup>st</sup> April 2024
To	31 <sup>st</sup> March 2025

and any other period for which cover has been agreed.

Adjustment Premium	£ 19.60
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Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

Schedule Number	129392859
Long term agreement active until	01 <sup>st</sup> April 2026
Preparation Date	01 <sup>st</sup> March 2024
Prepared by	Mr Robert Brown
Policy Form Reference	MLAACG08

### Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

## Statement of Fact

If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect:

- Your organisation has not had any third-party inspections with a grading of Inadequate, Requires Urgent Improvement, Weak or Unsatisfactory
- You have in place a written safeguarding policy and accompanying procedures that clearly set out the actions to take in response to child and vulnerable adult abuse
- You carry out safer recruitment and selection processes that include the seeking of appropriate criminal records checks, alongside a renewal and update process
- All employees and volunteers engaged in regulated activity and/or activity that brings them into contact with children or vulnerable adults receive safeguarding awareness training including refresher training
- You have one or more designated practitioners for safeguarding to support other practitioners in the organisation to recognise and respond to concerns about Abuse
- You retain employment records, safeguarding checks, safeguarding policies and procedures and safeguarding records for at least the prevailing regulatory best practice period.

If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect, and you become non-compliant with any of the above statements, you must tell us, as it may affect your ability to claim under this policy.

## Important information

### Taking reasonable care

We require that you take reasonable care in managing your activities. Where appropriate this requires you to do the following:

- Keep written risk assessments for your key activities
- Keep written records of your staff and volunteer training. For example, manual handling training, or for use of tools and machinery
- Abide by any rules, guidelines or advice that is given to you by any relevant authority, such as a Local Authority, or the Health and Safety Executive

We want you to be confident about your insurance and understand what is required of you. Please contact us if you have any questions relating to the above.

Lines of Cover applying

**Part C – All Risks**
**Table Headings**

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other Contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer Equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

**Additional Items:**

Where no premises address is shown, the item is not based at one location and cover is provided anywhere within the **territorial limits**.

Item Description	Sum Insured	Excess
Street Furniture	£54,437.30	£250
General Contents including computer equipment	£59,908.61	£250
Gardening Equipment, plant & machinery	£1,606.03	£250
Defibrillators	£5,250.00	£250

The excess stated applies to each and every loss.

**Operative Endorsements:** 1, 2, 3 & 7 (please refer to the Endorsement section of the policy wording)

**Part D – Money**

	<b>Limit any one loss</b>
1. Loss of Non-Negotiable Money in the situations specified in items 2(a), 2(b), 2(c)(i) and 2(c)(ii):	£250,000
2. Loss of other Money:	
(a) in transit in the custody of any <b>Member</b> or <b>Employee</b> or in transit by registered post (limit £250), or in a Bank Night Safe	£5,000
(b) in the private residence of any <b>Member</b> or <b>Employee</b>	£500
(c) in the <b>premises</b>	
(i) in the custody of or under the actual supervision of any <b>Member</b> or <b>Employee</b>	£5,000
(ii) in locked safes or strongrooms	£5,000
(iii) in locked receptacles other than safes or strongrooms	£500

**Excess:** £50 each and every loss

**Personal Accident Assault Limits:** Stated in Section 3(c) of the policy wording

**Operative Endorsements:**

1. In respect of **Section 1 – Special Definitions**, the definition of Person Insured is extended to include any person between the ages of 16 and 90.

## Part E – Public Liability

**Limit of Indemnity:** £12,000,000

**Excess:** £100 each and every claim in respect of Section 2(d)(ii)

### Operative Endorsements:

1. Environmental Clean Up Costs. The following Special Definitions are added to Section 1:

#### Clean Up Costs

- a) Testing for or monitoring of Pollution or Contamination
- b) the costs of Remediation required by any Enforcing Authority to a standard reasonably achievable by the methods available at the time that such Remediation commences.

#### Remediation

Remedying the effects of Pollution or Contamination including primary, complementary and compensatory actions as specified in the Environmental Damage (Prevention and Remediation) Regulations 2009.

#### Enforcing Authority

Any government or statutory authority or body implementing or enforcing environmental protection legislation within the territorial limits.

#### Cover

With effect from 01 July 2009 or the inception of the policy if later, the **insurer** will indemnify the **insured** in respect of all sums including statutory debts that the **insured** is legally liable to pay in respect of Clean Up Costs arising from environmental damage caused by Pollution or Contamination where such liability arises under an environmental directive, statute or statutory instrument.

Provided always that:

- a) liability arises from Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident which takes place in its entirety at a specific time and place during the Period of Insurance. All Pollution or Contamination which arises out of one incident shall be deemed to have occurred at the same time such incident takes place
- b) the **insurer's** liability under this Extension shall not exceed £1,000,000 for any one occurrence and in the aggregate in any one Period of Insurance and will be the maximum the insurer will pay inclusive all costs and expenses. This limit will form part of and not be in addition to the Limit of Indemnity stated in the Schedule
- c) immediate loss prevention or salvage action is taken and the appropriate authorities are notified

## Exclusions

The **insurer** shall be under no liability:

1. in respect of Clean up Costs for **damage** to the **Insured's** land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
2. for **damage** connected with pre-existing contaminated property
3. for **damage** caused by a succession of several events where such individual event would not warrant immediate action
4. in respect of removal of any risk of an adverse effect on human health on the Insured's land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
5. in respect of costs in achieving an improvement or alteration in the condition of the land, atmosphere or any watercourse or body of water beyond that required under any relevant and applicable law or statutory enactment at the time Remediation commences
6. in respect of costs for prevention of imminent threat of environmental damage where such costs are incurred without there being Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident
7. for **damage** resulting from an alteration to subterranean stores of groundwater or to flow patterns
8. in respect of costs for the reinstatement or reintroduction of flora or fauna
9. for **damage** caused deliberately or intentionally by the **insured** or where they have knowingly deviated from environmental protection rulings or where the **insured** has knowingly omitted to inspect, maintain or perform necessary repairs to plant or machinery for which they are responsible
10. in respect of fines or penalties of any kind
11. for **damage** caused by the ownership or operation on behalf of the **insured** of any mining operations or storage, treatment or disposal of waste or waste products other than caused by composting, purification or pre-treatment of waste water
12. for **damage** which is covered by a more specific insurance policy
13. for **damage** caused by persons aware of the defectiveness or harmfulness of products they have placed on the market or works or other services they have performed
14. for **damage** caused by disease in animals belonging to or kept or sold by the **insured**.



**Part G – Employers Liability**

**Limit of Indemnity:** £10,000,000

**Operative Endorsements:**

None

**Part H – Libel and Slander**

**Sum Insured** £250,000

**Excess:** 10% each and every claim or £1,000 whichever is the lower

**Operative Endorsements**

None

## Part N – Fidelity Guarantee

**Persons Guaranteed:** **Sum Guaranteed**  
 All members and employees £500,000

**Excess:** £100 each and every loss

### Operative Endorsements:

None

## Part O – Personal Accident

Cover is limited to £500,000 any one person and £2,000,000 any one incident.

### Persons Insured:

#### Employees

Capital Sum	£100,000.00
Weekly Sum	£500.00
Cover	Sections 2 and 3 - Accident and Assault Cover

#### Directors/Councillors

Capital Sum	£100,000.00
Weekly Sum	£500.00
Cover	Sections 2 and 3 - Accident and Assault Cover

#### Key Personnel

Key Personnel	Clerk	
Capital Sum		£100,000.00
Weekly Sum		£500 for up to 10 weeks and £100 per week thereafter
Cover	Sections 2 and 3 - Accident and Assault Cover	

### Operative Endorsements:

1) Special Condition 4 of Section 5 is inoperative provided always that the **insurer** will not make any payment of any benefit or in respect of any expense or loss arising from any Person Insured who has attained the age of 90 years unless such expense or loss arises during the period of insurance during which the Person Insured attains the age of 90

### 2) Key Personnel endorsement

It is agreed that Section 2 and Section 3 will be extended to a 24hr basis for Key Personnel.

and

Section 4 - Exclusions is amended to read;

Section 4 - Exclusions

The **insurer** will not be liable to pay compensation in respect of death or disablement or provide indemnity for **damage** caused directly or indirectly by:

- a) intoxication of, or the illegal use of drugs by any Person Insured, or through sexually transmitted disease
- b) deliberate exposure to unnecessary danger (except in an attempt to save human life)
- c) racing of any kind other than on foot
- d) air travel other than as a passenger in a licensed passenger carrying aircraft
- e) with effect from the 2004 renewal date the **insurer** will not be liable for any actual loss directly or indirectly arising out of, contributed to by, or resulting from actual, threatened, feared or perceived use of biological, chemical, radioactive or nuclear agent, material, device or weapon.
- f) motor cycling, winter sports other than skiing or snowboarding in the United Kingdom or on a dry ski slope or within a snow dome, skating or curling, aerial pursuits including but not limited to ballooning, bungee jumping, gliding, hang-gliding, micro lighting, parachuting, paragliding or parascending, jet skiing or white water rafting, mountaineering or rock climbing using guides or ropes, hiking, trekking or mountaineering above 3,000 metres, caving, and diving using external breathing apparatus

**Part P – Legal Expenses**

**Section:**

3. Employment Disputes and Compensation Awards	Operative
4. Legal Defence	Operative
5. Property Protection and Bodily Injury	Operative
6. Tax Protection	Operative
7. Contract Disputes	Operative
8. Statutory Licence Protection	Operative

**Limit of Indemnity:** £200,000

**Operative Endorsements**

None

## General Notes

### 1. Fair presentation of the risk

You must make a fair presentation of the risk to us at inception, renewal and variation of your policy. This means that we must be told about all facts and circumstances which may be material to the risks covered by the policy and that you must not make a misrepresentation to us about any material facts. As part of your duty of fair presentation, you must ensure that the information detailed within the schedule is correct and complete. A material fact is one which would influence the acceptance or assessment of the risk. If you have any doubt about facts considered material, it is in your interests to disclose them to us.

Failure to make a fair presentation of the risk could result in the policy either being avoided, written on different terms or a higher premium being charged, depending on the circumstances surrounding the failure to present the risk fairly.

This policy is compliant with the principles of the Insurance Act 2015 law reforms. It also incorporates an 'opt out' which has the aim to promote good customer outcomes. We have opted-out of the 'proportionate reduction of claim remedy' available to insurers under the Insurance Act 2015. This means that in cases of non-disclosure or misrepresentation which are neither deliberate nor reckless, if we would have charged an additional premium had we known the relevant facts, we will charge that premium and pay any claims in full rather than reducing claims payments in proportion to the amount of premium that would have been charged.

We believe that our 'additional premium approach' should, in most situations, be more favourable to our customers when compared to the proportionate reduction of claim remedy. Our additional premium approach does not affect our right to apply the other remedies available under the Act for non-disclosure or misrepresentation.

### 2. Cancellation

All insurance policies run for a fixed period of time. The Insured can terminate an insurance contract verbally or in writing at any time by calling 0800 917 9531 or emailing [Customers.team@uk.zurich.com](mailto:Customers.team@uk.zurich.com). Zurich may cancel the policy by giving 30 days' notice in writing. In such an event the insured will be entitled to a return of premium in respect of the unexpired portion of the period of insurance.

If you cancel your policy before the start date, you will be entitled to a full refund of premium. If you cancel within 14 days of the start date, you will be entitled to a full refund of premium, providing no claim has been made. After 14 days, if no claim has been made, we may offer a full or partial refund, depending on the time the policy was on risk and the circumstances at the time of the cancellation request. Please note, a cancellation charge of £50 may be applied.

### 3. Bonus and fee structure

Employees and businesses who carry out work for ZIC UK are remunerated in various different ways for selling insurance contracts. Employees receive a basic salary and also receive a bonus based on a number of factors, including the achievement of sales and quality targets. Businesses which work for the insurer on an outsourced basis receive a fee and also additional payments based on a number of factors, including the achievement of sales and quality targets.

## **Item 10 Council Subscriptions**

**All fees based on figures for 2023/2024**

**Cheshire Community Action** <https://cheshireaction.org.uk>

Parish Council Membership £50 and Community Buildings Membership £40 per annum.

**Community and Voluntary Services** <https://www.cvsce.org.uk/>

£50 per annum

**Society of Local Council Clerks** <https://www.slcc.co.uk/>

£229 per annum

**Information Commissioners Office** [Information Commissioner's Office \(ICO\)](https://ico.org.uk/)

Tier 1 Data Protection Fee £35 paid by Direct Debit to reduce cost from £40 per annum. This fee is mandatory.

**Parish Online** <https://www.parish-online.co.uk>

Digital Mapping Software

£117 per annum

**Civic Voice** <https://www.civicvoice.org.uk/>

£50 per annum

### **To be considered for 2024/2025**

Cheshire Association of Local Councils (ChALC)

Membership fee for 2024 is 38p per elector therefore the fee for the Parish Council would be £689.70. Includes membership of the National Association of Local Councils (NALC), discounts on training.

## ITEM 17 FINANCIAL PAYMENTS

### Payment Schedule 5/24 May 2024

Payment Date	Payee	Money Out	Description	
03/05/2024	1 Staff Salaries	£2,216.04	Staff Salaries	Paid
03/05/2024	2 HMRC	£430.10	Tax and NI	Paid
03/05/2024	3 Nest	£199.10	Pension Payment	Paid DD
13/05/2024	4 Vodafone	£19.38	Mobile Phone Contract	Paid DD
15/05/2024	5 Natwest	£23.60	Bankline Charges	Paid
20/05/2024	6 Plusnet	£42.30	Telephone and Broad Band	Paid DD
31/05/2024	7 Cartridge Save	£24.02	Printer Ink	
31/05/2024	8 JDH Business Services	£514.80	Annual Internal Audit Fee	
31/05/2024	9 NetWise UK	£72.00	.gov.uk Domain Name	
31/05/2024	10 PP PRS Ltd	£199.85	Village Hall Music Licence	
31/05/2024	11 Follwell Farming Ltd	£585.00	Toilet Unit Rose Day	
31/05/2024	12 Congleton Town Council	£364.42	Village Maintenance	
		<b>£4,690.61</b>	<b>inc VAT</b>	

### Receipts at 21st May 2024

CIL Payment	£1,215.30	
Village Hall income	£2,249.00	inc VAT
<b>Total Receipts</b>	<b>£3,464.30</b>	

### Account Balances at 21st May 2024

Current Account	£70,090.55
Santander Capital Account	£82,451.82
NS&I General	£60,093.39
<b>TOTAL</b>	<b>£212,635.76</b>

### Caxton Card Report 21st May 2024

Transaction Date	Payee	Amount	Description
	<b>Balance brought forward</b>	£716.37	
24/04/2024	Sainsbury's	£13.40	Refreshments for the Annual Parish Meeting
08/05/2024	Krishna Stores Ltd	£9.79	Village Hall Supplies Cleaning
08/05/2024	Biri Trading UK Ltd	£10.03	Village Hall Supplies Hazard Tape
12/05/2024	Amazon	£19.74	Village Hall Supplies Leaflet holder
12/05/2024	Amazon	£17.75	VH/PC Sanitary Bags/batteries
	<b>Total Spend</b>	<b>£70.71</b>	
	<b>Total Fees</b>	<b>£4.50</b>	
	<b>Total Spend inc Fees</b>	<b>£75.21</b>	
	<b>Card Load</b>	<b>£0.00</b>	
	<b>Card Balance at 21st May 2024</b>	<b>£641.16</b>	



## Item 18 Clerk's Report

### Actions

- a) Financial have been made.
- b) Completion of year end and Internal audit.
- c) Planning application comments submitted.
- d) Planning Committee meeting scheduled in order to formulate recommendations on the council's response to the Local Plan consultation.
- e) PCSO contacted regarding timescales for Speed Watch training. It was confirmed that training on the access she needs will be in July. The PCSO is currently getting Holmes Chapel up and running.
- f) SID Licensing – There has been no response from CEC Road Safety to the questions asked about the fees. Email sent to Cllr. Chadwick.
- g) The VHPFF Hanging Basket sale was promoted on the council's website, in the village hall and the information was sent to the school.
- h) Payment of unpaid invoice for hire of village hall has been made.

### Correspondence

- a) Jemma Hall RE: Asbestos Survey Mon 14:31
- b) Ashley Hilton RE: Asbestos Survey Mon 11:11
- c) **BAILEY, Ron FW: Safety of Lithium ion Batteries and e-bikes and scooters**
- d) GRAHAM JACKSON Re: Quote Request Fri 17/05
- e) alan lewis Re: Carpet and Chair cleaning Fri 17/05
- f) New Cheshire East FixMyStreet updates on report: 'The foot path opposite 28 Brooklands Drive, Goostrey'
- g) National Association of Local Councils NEW PUBLICATION Fri 17/05
- h) Alan Mellor RE: SLCC Contact Form - Advice Query Fri 17/05
- i) alan lewis Re: Carpet and Chair cleaning
- j) Digital - Cheshire East Application to hold an event received. Ref: EFRM15992 Wed 15/05
- k) FW: Receipt of Enquire about a council property form. Reference: EFRM18876
- l) Katie Follwell RE: Toilet Hire Mon 13/05
- m) Briony Worth RE: Insurance Cover for Events Mon 13/05
- n) North-Events Enquiry SJA-1803045-H3Y8M7 - St John Ambulance - Community Event
- o) **GODFREY, Vicki RE: Village Green application for The Bogbean 10/05/2024**
- p) Goostrey Archive TV mounting 10/05/2024
- q) Select Windows Re: Website message from Emma Bambrook
- r) GOOSTREY FOOTPATHS GROUP DRAFT AGENDA 30th MAY 2024 07/05/2024
- s) CTS Systems Ltd Re: Goostrey Jobs 07/05/2024
- t) planning@cheshireeast.gov.uk 24/1252N HEATHFIELD, BLACKDEN LANE, GOOSTREY
- u) Community Infrastructure Levy East Neighbourhood CIL Payment and Recovery
- v) John Henry RE: Audit Submitted 03/05/2024
- w) Resident Enquiry regarding past councillor
- x) planning@cheshireeast.gov.uk 24/1567C 24, LEA AVENUE, GOOSTREY, CW4 8LT
- y) **FixMyStreet New Cheshire East FixMyStreet updates on report: 'Goostrey Lane approaching New Platt Lane' 26/04/2024**
- z) Resident Re: Flooding on Main Road 20/04/2024

**GOOSTREY PARISH COUNCIL SPEEDWATCH REPORT - April 2024 Meeting**

Three volunteers have confirmed that wish to join a Speedwatch Team. Essential training of the new team of volunteers to revised National Speed Watch Procedures by the PCSO has been programmed by the PCSO for July 2024.

**Current Position**

<b>DATE &amp; TIME</b>	<b>LOCATION</b>	<b>LOW SPEED MPH</b>	<b>TOP SPEED MPH</b>	<b>NUMBER OF VEHICLES LOGGED</b>	<b>TOTAL NUMBER OF VEHICLES PASSING</b>
Lack of Trained Volunteer resources has resulted in no further sessions since last reported session on 05/01/2022					

SID data continues to demonstrate that speeding is on the increase and it is increasingly important to obtain more PCSO Trucam sessions and to continue to promote the possibility of installation of Average Speed Cameras. SID data for April 2024 includes a very concerning maximum speed of 72mph.

TR 01/05/2024

**Main Road Shearbrook SID Summary Data April 2024 Data For May 2024 GPC Meeting**

Month	Total Number of Vehicles	% Travelling at over 35MPH	Highest Speed and time	Comments
March 2023	35,558	22.1	56.1 mph 13.00	
April 2023	34,406	22.0	63.2 mph 12.00	
May 2023	36,748	23.0	60.5 mph 05.00	
November 2023	33,661	18.0	60.0 mph 07.00	
December 2023	31,463	16.0	60.2 mph 07.00	
January 2024	33,538	15.0	63.5 mph 20.00	
February 2024	10,748	16.0	59.8 mph 23.00	Main Road closed to Through traffic at Shearbrook bridge for nearly three weeks.
March 2024	34,065	18.0	68.7 mph 21.00	
April 2024	34,007	19.7	71.8 mph 21.00	Highest previous Speed 88.3mph 02.00 January 2021

Note for April 2024 data –Number of vehicles 34,0075. Approximately 6,700 were travelling at over 35 mph. Peak times for vehicles travelling at over 35 mph were 08.00 with 2,487 vehicles and 16.00 with 3,096 vehicles.

TR 01/05/2024

**INTERNAL AUDIT REPORT  
GOOSTREY PARISH COUNCIL 2023/24**

The internal audit of Goostrey Parish Council was carried out by undertaking the following tests as specified in the AGAR Annual Return for Local Councils in England:

- Checking that books of account have been properly kept throughout the year
- Checking a sample of payments to ensure that the Council's financial regulations have been met, payments are supported by invoices, expenditure is approved, and VAT is correctly accounted for
- Reviewing the Council's risk assessment and ensuring that adequate arrangements are in place to manage all identified risks
- Verifying that the annual precept request is the result of a proper budgetary process; that budget progress has been regularly monitored and that the council's reserves are appropriate
- Checking income records to ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for
- Reviewing petty cash records to ensure payments are supported by receipts, expenditure is approved and VAT is correctly accounted for
- Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements have been properly applied
- Checking the accuracy of the asset and investments registers
- Testing the accuracy and timeliness of periodic and year-end bank account reconciliation(s)
- Review of year-end financial statements
- The authority has complied with the publication requirements for the prior year AGAR.
- The authority correctly provided for a period for the exercise of public rights for the prior year AGAR
- The authority published required information on a website up to date at the time of the internal audit in accordance with relevant legislation.

**Conclusion**

On the basis of the internal audit work carried out, which was limited to the tests indicated above, in our view the council's system of internal controls is in place, adequate for the purpose intended and effective, subject to the recommendations reported in the action plan overleaf. As part of the internal audit work for the next financial year we will follow up all recommendations included in the action plan.

**JDH Business Services Limited**

**INTERNAL AUDIT REPORT  
GOOSTREY PARISH COUNCIL 2023/24**

**ACTION PLAN**

	<b>ISSUE</b>	<b>RECOMMENDATION</b>	<b>FOLLOW UP</b>
<b>2023/24 internal audit</b>			
<b>No issues arising – a comprehensive set of accounting records have been maintained with a clear audit trail to supporting information and all internal control objectives have been met.</b>			
<b>2022/23 internal audit</b>			
1	<p>Full council minutes from April 22 just record that the finance committee approved the annual risk assessment. Financial Regulations required the following:</p> <p>16.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk and RFO shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.</p>	<p><i>Full council should formally approve the annual risk assessment every financial year, and this approval should be recorded in the minutes.</i></p>	<b>Implemented</b>

# Annual Governance and Accountability Return 2023/24 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2023/24

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
  - **Sections 1 and 2** **must** be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2024**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2024**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2024
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2023/24

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2024 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2023/24**, approved and signed, page 4
- **Section 2 - Accounting Statements 2023/24**, approved and signed, page 5

Not later than 30 September 2024 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2023/24

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2024.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2024**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at <b>31 March 2024</b> been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.		

*\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2023/24

Goostrey Parish Council

ENTR goostreyparishcouncil.gov.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.			N/A no petty cash 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 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")			N/A
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).	✓		
<b>O. (For local councils only)</b> 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

DD/MM/YYYY 02/05/2024 DD/MM/YYYY

Name of person who carried out the internal audit

JDH BUSINESS SERVICES LTD

Signature of person who carried out the internal audit



Date

02/05/2024

\*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:

Goostrey 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	No*	*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 Chair and Clerk of the meeting where approval was given:

Chair

Clerk

[www.goostreyparishcouncil.gov.uk](http://www.goostreyparishcouncil.gov.uk)

## Section 2 – Accounting Statements 2023/24 for

### Goostrey Parish Council

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	181,256	193,313	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	48,142	50,680	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	30,310	29,476	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	27,299	33,133	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	39,095	47,606	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	193,313	192,730	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	193,313	192,730	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>
9. Total fixed assets plus long term investments and assets	60,766	67,382	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

*EJBambrook*

Date

13/05/2024

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

## Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of

Goostrey Parish Council

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2023/24

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2023/24

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

\*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date