



# Stanway

## Parish Council

Parish Clerk: Donna Tristram

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24/01

### Minutes of the Parish Council Annual General Meeting held at 7pm on 30<sup>th</sup> May 2024 in the Victory Hall

**Present :** Cllrs Baines (re-elected Chair for 2024/5 municipal year), T Bloomfield, Chambers, Cotter, De-Col, Hagon, Jordan (re-elected Chair for 2024/5 municipal year), A Norton, Scarfe (From Agenda Item 7) Singh & Tearle.  
Also present were the Parish Clerk and 2 members of the public

#### 1.To Elect a Chair of the Council

Received a verbal report from Cllr Baines, the outgoing Chair, where she thanked the staff and fellow members for their continued support throughout 2023/4 and congratulated Cllr L Scott-Boutell on her appointment as Mayor and Cllr Hagon on his re-election as a Colchester City Ward Councillor for Stanway.

In accordance with Local Government Act 1972, s 15 (4), Cllr Baines formally opened the meeting, received nominations for Chair and declared the result.

Cllr Baine's candidacy was un-contested. She was unanimously re-elected in accordance with Local Government Act 1972, s 15 (2) as Chair of the Council for the ensuing municipal year

#### 2.To receive the Chair's Declaration of Acceptance of Office

The Chair's Declaration of Acceptance of Office will be received prior to the next Full Council meeting

#### 3.To elect a Deputy Chair of the Council

Cllr Jordan's candidacy was un-contested. He was unanimously re-elected as Deputy Chair of the Council for the ensuing municipal year

#### 4. To receive the Deputy Chair's Declaration of Acceptance of Office

Cllr Jordan duly signed the Deputy Chair's Declaration of Acceptance of Office

#### Attendance and Apologies for Absence

Apologies were received for Cllrs Seabrook & Spademan & the Deputy Clerk and RFO. In addition, Ward Councillor Scott-Boutell and Essex County Councillor Bentley sent apologies

**5. Declaration of Interests** – Cllr Baines declared an interest in Agenda Item No. 19 as a neighbour to the property.

Cllr Hagon declared an interest in Local Highway Panel discussions as a member of the City Council's committee

**Prior to the meeting, all Councillors were provided with a link to the Council Register of Interest Forms at Colchester City Council and requested to confirm any amendments to the Clerk as soon as possible**

#### 6. Public Participation

James King (JK), District Youth and Community Worker for Essex Youth Service Colchester introduced himself as the Manager of the Stanway Youth Centre and provided an update on the term time activities at the centre, which now also included the Mercury Theatre. ([Stanway Youth Centre \(essex.gov.uk\)](http://StanwayYouthCentre(essex.gov.uk))) Some of the current groups using the centre will be moving back to Town House in the City Centre when the renovations are complete. Funding for the centre to have a kitchen refit is also underway. JK will provide an activity calendar so the Council can assist in advertising the centre in the community.

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24/02

JK confirmed that during school summer holidays, the centre would have spare capacity for activities. Cllr Baines suggested pre-school use, but the centre does not have funding or necessary safeguarding requirements. The centre can be used by groups catering for age 11 (younger if young carers) to 19 (up to 25 with special needs).

JK advised that the centre is part of the Young Essex Assembly, so has a voice in the sector and can provide surveys on what the Stanway Youth would like in see in Stanway etc., The Council will engage with this service in the future.

JK also requested feedback on any antisocial youth activity.

Cllr Norton and Baines confirmed through their membership on SVHMC, they are aware of troublesome and nuisance behaviour, including field fires and intimidation of drivers by squirting passing vehicles. So, although fortunately, in many cases not dangerous, behaviour was intimidating and disruptive. Cllr Tearle confirmed reports of stones being thrown at passing cars around the Lakelands area and asked if the Youth Centre was offering support for mental health wellbeing.

JK confirmed the centre signposts to the Youth Enquiry Service for counselling however, there is at least a 3 month waiting list. The Centre also targets those struggling with school achievement providing a dedicated 12 week programme.

JK was thanked by the Chair for all the centre is doing and a request was made for the centre to consider and suggest ways the Council can engage with the young, whether that be through dedicated meetings or inviting centre members to attend meetings. Cllr Norton will liaise directly with JK regarding services and anti social behaviour.

JK left the meeting.

***AS PERMITTED WITHIN THE COUNCIL'S STANDING ORDERS, THE CHAIR CHANGED THE ORDER OF BUSINESS ON THE AGENDA, MOVING ITEM 12 FORWARD***

**12. RECEIVED** 1 x co-option application and **APPROVED** unanimously appointment of Sharon Scarfe to the Council. Cllr Scarfe proceeded to sit on the Council from Agenda Item 7 onwards.

Cllr Scarfe will be emailed the Declaration of Acceptance of Office and Declaration of Interest

**7. Essex County Councillor's Report** – Notes from the May meeting between Cllr. Kevin Bentley and the Clerk were circulated within the AGM supporting paper prior to the meeting. Upon enquiry, Cllr Jordan was advised that the Council would not consider taking over responsibility of the Essex County Council vehicle activation sign on London Road unless it was repaired, or funds received for the Council to carry out the repairs

**8. City Councillors' Reports** –Cllr Hagon congratulated Cllrs Baines and Jordan for their re-election.

Highways Update

- Heath Road – the City Council is responsible for a section of road and Cllr Hagon is chasing up repairs
- Villa Road resurfacing work will be completed in August, ready for September term
- Overgrown verges – now “No Mow May” has finished the verges will be cut back. Cllr Hagon was successful in getting the roundabout area around Tollgate cut back due to restricted visibility and requested members advise him of any areas that required attention so he could escalate them in view of the wet weather which increased growing
- Warren Lane - The speed survey TARMAC agreed to fund through the Local Highways Panel (LHP) to consider a consistent speed will be carried out first week of June
- Halstead Road – hardcore etc., has been laid to sure up sidings

Planning

- Application for Stane Park Unit 3 to become a fast-food restaurant was declined. The application has lodged an appeal.

**9. CONSIDERED** any actions arising from matters brought to the Council's attention during Public Participation

24/03

**10. Minutes of the Parish Council Meeting 28<sup>th</sup> March 2024** - Approved the Minutes (previously circulated) as a true and accurate record. The Chair will sign the minutes prior to the next Full Council meeting

**11. Adoption of Committee Reports** – see <https://www.stanwaypc.org.uk/council-meetings.html>

- a) **Planning Committee:** Noted the (approved & draft) minutes (*previously circulated*) held on 02 & 16.04.24 & 07 & 21.04.24
- b) **Corporate Governance Committee:** Noted the (approved & draft) minutes (*previously circulated*) held on 10.04 & 08.05.24
- c) **Community Assets Committee:** Noted the (draft) minutes (*previously circulated*) held on 17.04.24
- d) **Community Services Committee:** Noted the (draft) minutes (*previously circulated*) held on 14.05.24
- e) **Staffing Committee** – Noted the (draft) minutes (previously circulated) held on 27.02.24
- f) **The Annual Parish Forum:** Noted the (draft) minutes (*previously circulated*) held on 25.04.24

**13. APPOINTED** Councillors to Committees (**Appendix A**) and decided frequency and timing of meetings will remain unchanged.

Cllr Jordan raised concerns that Community Assets and Community Services meetings could sometimes be lengthy, so it was agreed the Deputy Clerk and Cllr Jordan would monitor until November 2024 and report back to Full Council with any suggested changes if felt necessary.

Cllr Scarfe will attend committee meetings prior to deciding on membership inclusion

**14. REVIEWED** Councillor training requirements.

Cllr Baines and Chambers will attend EALC Chair training in September.

The Clerk highlighted the 1 x day EALC Refresher Training Courses and New Councillor Training.

Cllr Tearle will be advised of alternative new councillor training via NALC/SLCC.

All councillors will be signed up for the Nimble GDPR online training session to enhance GDPR compliance

**15. APPOINTED** Parish Council Representatives and decided no changes were required to current

Outside Bodies/Positions that the Council attend and report on as follows:-

- a) Bus Passenger Representative Cllr Tearle
- b) Colchester Association of Local Councils Cllrs Jordan & Bloomfield
- c) Emergency Planning Cllr Chambers
- d) Footpath/Tree Warden/Hedgerow Officer Cllrs Cotter & Scarfe (to shadow)
- e) Quarry Liaison Group Cllrs Chambers & Spademan
- f) Rosemary Alms Houses Cllrs Jordan & Norton
- g) School Governors Cllr Bloomfield (Stanway Primary) /Cllr Singh (Stanway Fiveways)
- No vacancies at Lexden and Lakelands
- h) Village Hall Management Committee Cllr De-Col
- i) Winstree Road Working Group Party Cllrs Bloomfield & Hagon

**16. GENERAL POWER OF COMPETENCE - RESOLVED** the Council meets the prescribed legal condition criteria set out in the Localism Act 2011, as follows, and continues to be eligible to use the General Power of Competence with immediate effect:

- i) The number of members of the council that have been declared to be elected, whether at ordinary elections or at a by-election, is equal to or greater than two-thirds of the total number of members of the Council;
- ii) The Clerk to the council holds the Certificate in Local Council Administration; and
- iii) The Clerk to the council has completed the relevant training

24/04

## 17. RFO Report, including Financial Reports to 31<sup>st</sup> March 2024 Year End

- i) **RECEIVED** a full set of Financial Reports: Bank Reconciliation, Summary of Income and Expenditure for the year to 31<sup>st</sup> March 2024 within the AGM Supporting paper. A Balance Sheet was not provided. This information was previously presented to the Corporate Governance April meeting. Cllr Cotter, Corporate Governance Chair, advised expenditure was below budget forecast so surplus funds were returned to general reserves
- ii) **REVIEWED** and **APPROVED** inventory of land and assets in accordance with the latest 2024 Asset Register. The Corporate Governance Committee will review again in 6 months
- iii) All members **DECLARED** and **CONFIRMED** there are no known 'material circumstances' (any fact or circumstance which would influence the judgement of a prudent insurer in determining whether to take or apply conditions to taking on the risk), concerning inception/renewal of the Council's yearly insurance cover from June 2024
- iv) **CONSIDERED** and **APPROVED** the insurance arrangements and premium from current insurers for the coming year. The Clerk will advise the Council's broker, AJG (**Appendix B**)
- v) **REVIEWED & APPROVED** the Council's &/or staff subscriptions to other bodies as listed in the report (**Appendix C**)
- vi) **REVIEWED** and **APPROVED** regular payments by direct debit and standing order as listed in the report (**Appendix D**)
- vii) To **APPROVE** virements proposed by Corporate Governance Committee – None presented
- viii) **Financial Reports - RECEIVED** RFO report from the most recent Corporate Governance Meeting (May 2024 – Month 1 of financial year 2024/5) detailing Payments (net of staff salaries) & Receipts, a year-to-date Receipts & Payments Summary & Bank Reconciliation
- ix) To **AUTHORISE** contracts or project expenditure exceeding any committee's £10,000 delegated authority – None presented

**18. Grounds Tender – REVIEWED** and **APPROVED** appointment of Countrywide as the new grounds maintenance contractor for a 3 year term, commencing 1<sup>st</sup> June 2024. Cllr Singh was advised that current cost provision was on par with new provision. The Clerk will advise the subcontractor (**Appendix E**) and Community Assets Committee. Cllr Hagon requested the Council consider a programme of works whereby Countrywide could offer resident hedge cutting and/or the Council could cut bank "no man's land" areas with a view to adopting areas and also consider other known areas of concern. Cllr Jordan confirmed Community Assets should be advised, so they can write to owners, as has recently successfully resulted in hedge cut back opposite Sainsburys. Cllr Baines advised there is a £ 9000 provision in the budget and the maintenance worker may also be able to carry out future ad-hoc works, as he currently does. The Clerk confirmed this provision is for footpath areas and agreed with Cllr Cotter that currently unbudgeted expenditure for this year should be considered further into the financial year

**19. CONSIDERED** the Police's notice regarding the sale of the traffic base in Stanway. **AGREED** that the Planning Committee would comment on any future application in accordance with its terms of reference

24/05

**20. Internal Auditor's Report: Annual Report for the year ending 31<sup>st</sup> March 2024 – DEFERED REVIEW and APPROVAL** of the Internal Auditor's Full Report for 2023/4, accompanied by the relevant section of the Annual Governance and Accountability Return (AGAR). Heelis and Lodge have been contacted twice to enquire when their report will be completed, but no response has yet been received

**21. APPROVED** each question within the **2024 ANNUAL GOVERNANCE STATEMENT (Section 1 of the AGAR)** The Chair indicated compliance by recording Yes in each category and Clerk and Chair signed the statement (**Appendix F**)

**22. REVIEWED and APPROVED ANNUAL ACCOUNTING STATEMENTS: 2023/24 AGAR Section 2** previously signed by the RFO (**Appendix G**)

**23. APPROVED** publication of the AGAR documents upon completion in accordance with the Accounts & Audit Regulations 2015, the Local Audit regs and the Transparency Code for Smaller Authorities upon completion by auditors

**24. Bank Signatories – CONFIRMED** appointment of signatories to the Parish Council's bank accounts (**Appendix H**)

**25. CONFIRMED the re-appointment of Mr Lee Needham as the Responsible Financial Officer** (in accordance with the 1972 Local Government Act s 151.)

**26. STANDING ORDERS/FINANCIAL STANDING ORDERS -**

**i) RESOLVED** to suspend **Standing Order 5j (6. a – s of proposed Standing Orders** (Business of the Annual Meeting) to allow the remaining items in that Standing Order (i.e. items not included in this agenda) to be dealt with in more depth at meetings throughout the year and to be delegated to Corporate Governance to review and report to Full Council for approval at a more appropriate time

**ii) ADOPTED** the **PROPOSED** Standing Orders

**iii) ADOPTED** the **PROPOSED** Financial Regulations as **PROPOSED** by Corporate Governance Committee

**27. ADOPTED** the current Code of Conduct as **PROPOSED** by Colchester City Council

**28. REVIEWED and APPROVED** Committee Terms of Reference as approved by relevant Committees

**29. REVIEWED and APPROVED** the Council's Risk Assessment Schedule for 2024 and beyond as **PROPOSED** by Corporate Governance Committee

**30. Clerk's Report-RECEIVED and NOTED**

**31. DECIDED** to meet with Colchester City Council to **REVIEW** the Local Plan being developed in relation to Stanway. Cllrs Baines, Chambers, Hagon and Norton will attend.

**32. Items referred/requested for consideration by Committees or Members of the Parish Council**

**a) ADOPTED** Recording and Reporting on Meetings Policy as **PROPOSED** by Corporate Governance Committee. The Chair highlighted the policy outlines the Council are under no legal obligation to record meetings and any attendee, unless causing a disruption, is free to record

**b) ADOPTED** Disciplinary Policy as **PROPOSED** by Staffing Committee

**33. Information Update** – Cllr Jordan reminded all present of the D Day Celebration scheduled for 4-10pm, Thurs 6<sup>th</sup> June at the Village Hall and Playing Field. Cllrs Baines, Cotter and Norton confirmed they would assist Stanwell Hub with refreshments

24/06

The Clerk advised reports of odours from the Bellhouse Waste Site to the Environmental Agency have dropped considerably since March and monitoring would commence shortly. Results will be promulgated through the Citizen Spaces Page [Bellhouse Landfill Site - Environment Agency - Citizen Space \(environment-agency.gov.uk\)](http://environment-agency.gov.uk)

The Clerk advised Planning Application 212507 (Weston Homes, Wyvern Estate) was approved by Colchester City Council Planning Committee and the Clerk is liaising with the Planning Officer regarding the S106 agreement. To avoid any misunderstanding or confusion, this Council will release a public statement and send to the City Monitoring Officer, reiterating that a full, public consultation process will only proceed once the land transfer of Comb Field has completed.

Cllr Singh expressed concern about Heath Road speeding. Cllr Chambers confirmed that the Fruit Farm development (Planning application 182220) would result in a new road layout which would block off entry into Blackberry Road from Heath & Dyers Road so changes to the current road system would not be considered. Cllr Hagon suggested the Council enquire if this S106 agreement and any relevant other agreements could be re-assigned for road infrastructure projects, including speed management

Cllr Tearle updated the Council regarding revised bus routes through Stanway; No. 371 is now stopping at Sainsburys, not Tollgate and the X20 buses to Stansted Airport have been upgraded to electric double decker buses, adapted with to include luggage racks

**34. Items for Committees/ Next Council Meeting**

- (i) Full Council approve internal auditors report and publication of AGAR
- (ii) Corporate Governance to consider a programme of verge cutting works of “no man’s land” areas and other known areas of concern.
- (iii) Community Assets to manage new grounds contractor

**35. Date and time of next meeting** - the next scheduled meeting of the Parish Council will take place on **Thursday 25<sup>th</sup> July at 7.00 pm**, Victory Hall, Stanway Community Centre

**The Chair closed the meeting at 8.40pm**

**24/07**

**APPENDIX A (No. 13)**

**COMMITTEE MEMBERSHIPS 2024/5 (Chair and Deputy of committee to be elected at first meeting)**

<b>COMMITTEE</b>	<b>MEMBERS</b>	<b>SUBSTITUTE MEMBERS</b>
<b>Planning</b> Clerk – A Ward (Min 4, Max 7 members) T Bloomfield A Norton	D Chambers D Jordan J Cotter	All Councillors
<b>Community Assets</b> Clerk – A Ward (Min 4, Max 8 members) K McAllister	D Jordan T Baines D Chambers	All Councillors
<b>Community Services</b> Clerk – A Ward (Min 4, Max 8 members) J Spademan W Tearle T Singh L De-Col	D Jordan A Norton J Hagon	All Councillors
<b>Corporate Governance</b> Clerk – D Tristram (Min 4, Max 7 members) J Spademan S Seabrook	J Cotter T Baines J Hagon	All Councillors
<b>Staffing Committee</b> Clerk – D Tristram (Min 5 members)	J Spademan T Baines (Ex-Offico) T Bloomfield J Cotter A Norton	All Councillors

24/08

## APPENDIX B (No. 17 vi)

### Declaration

**Renewal will be negotiated on the basis that any of your officials, trustees or committee members have not:**

1. Been convicted or charged (but not yet tried) with a criminal offence other than a motoring offence
2. ReceivEministration or have made any composition or arrangement with creditors or protected trust of deed or deed of trust in Scotland
3. Been a director or partner of a company which has gone into insolvency, liquidation, receivership or administration or protected trust of deed or deed of trust in Scotland
4. Been declared bankrupt or been disqualified from being a company director
5. Been prosecuted for failure to comply with any Health and Safety or Welfare or Environmental Protection legislation
6. Had an Insurance proposal declined, renewal refused, insurance cancelled or special terms applied

I/We declare that the information contained within this form is true and we agree that should any of the information given by me/us alter between the date of this questionnaire and the renewal / inception date of the insurances to which this form relates, we will give an immediate notification of the changes.

## APPENDIX C (No. 17 v)

ICCO	£ 95.00
EALC & NALC Membership	£ 1301.99
ICO Membership	£ 35.00
<b>Total Paid during 2023/4</b>	<b><u>£ 2080.99</u></b>

## APPENDIX D (No. 17 vi)

Home working allowance x 3 employeers	£ 26.00 x 3
New Star Network – Mobile phones	£ variable
IT Software & Connectivity Package – Saint IT	£ 176.61
IT Support Package – Saint IT	£ 99.00
IT Toner Ink Plan – Saint IT	£ 15.00 approx
Debit Card - £ 50 maximum transaction/£ 200 monthly limit for Maintenance Worker	
Debit Card - £ 500 monthly limit for Clerk	
Debit Card Charge	£ 3.00

### Cancelled

A&J Lighting – To be paid on production of 1 invoice	£ 127.90
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### 6 Monthly

Public Work Loan (Capital Repayment)	£8000.00
Public Work Loan (Interest)	£2500< Approx

### Yearly

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# Stanway Parish Council

ICO Registration Fee £ 35.00 +  
Health Assured Limited – Welfare Package £ 500.00 +

24/09

## APPENDIX E (No. 18) - To be issued to Countrywide Grounds

### Schedule

<b>The Council</b>	Stanway Parish Council, Victory Hall, Villa Road, Stanway, CO3 0RH (the 'Council')
<b>The Contractor</b>	***Choose the appropriate paragraph 2 from those below depending on the legal standing of the counterparty, then delete the others.*** 2) ***enter company name and registered number*** whose registered office is at ***enter the full address*** (the 'Contractor') 2) ***enter individual's name*** (a partner in the partnership of ***enter the name of the partnership*** of ***enter the full address*** (the Contractor') 2) ***enter individual's name*** (trading as ***enter the trading name*** of ***enter the full address*** (the Contractor')
<b>Start Date</b>	***
<b>End Date</b>	***
<b>Services</b>	***

Signed for and on behalf of the Contractor	Signed for and on behalf of the Council
Name: [Insert name] [Insert job title]	Name: [Insert name] [Insert job title]
Date:	Date:
Signature:	Signature:

## APPENDIX F (No. 21)

## Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of

STANWAY 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 the 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.	YES		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.	YES		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to ensure 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.	YES		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 members' rights in accordance with the requirements of the Accounts and Audit Regulations.	YES		during the year gave all persons interested the opportunity to inspect and ask questions about the authority's accounts.
5. We carried out an assessment of the risks facing the authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	YES		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.	YES		arranged for a competent person, independent of the financial control 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.	YES		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 the authority and, where appropriate, have included them in the accounting statements.	YES		checked 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 funds/assets, including financial reporting and, if required, independent assessment 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:

20/05/2024

and recorded as minute reference:

24/05 No. 21

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

Chair

K. Davies

Clerk

[Signature]

OR WWW.STANWAY-PC.GOV.UK

24/10

APPENDIX G (No. 22)

# Stanway Parish Council

## Section 2 – Accounting Statements 2023/24 for

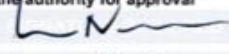
ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	232,447	200,664	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	290,762	353,793	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	103,286	74,656	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	154,009	157,672	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	21,874	21,162	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	249,948	183,696	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	200,664	266,582	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	164,732	237,585	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	2,589,531	2,598,196	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	120,000	104,000	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 25/04/2024

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

### APPENDIX H (No. 24)

#### Bank Signatories Approved for 2024/5

CLRs Baines, Bloomfield, Chambers, Cotter & Seabrook