



Members of Barrow Parish Council are summoned to attend the **Annual Meeting of the Parish Council** on Wednesday 22 May 2024, at Whalley Old Grammar School.

Commencing at 6:30 pm.

Members of the public are welcome to attend.

Agenda

- 1. To elect a Chair for the next 12 months.**
- 2. To elect a Vice Chair for the next 12 months.**
- 3. For Chair to sign the Declaration of Acceptance of Office Form.**
- 4. Apologies for absence.**
- 5. Declarations of disclosable pecuniary and other registrable and non-registrable interests.**

Members are reminded of their responsibility to declare any disclosable pecuniary, and other registrable and non-registrable interest in respect of matters contained in the agenda.

- 6. Approve minutes of the AGM held on 15 May 2023.**
- 7. Public participation. To receive questions and comments on any agenda item.**

This 30-minute session (time limit of five minutes per item/per person) provides members of the electoral public an opportunity to indicate interests in an agenda item and put questions to the Parish Council. Such questions may be answered after the meeting or become an agenda item at a future Parish Council meeting.

ITEMS for DECISION:

- 8. Audit and Financial Matters:**
 - 8.1 To approve as a correct record the Financial Statements to 31 March 2024. Enclosed
 - 8.2 To authorise the Chair to sign Section 1: AGAR 2023/2024. Enclosed.
 - 8.3 To authorise the Chair to sign Section 2: AGAR 2023/2024. Enclosed.
 - 8.4 Reference to S137 (Power of Last Resort) – No expenditure.
- 9. Appointments and nominations for parish activities:**
 - 9.1 The current auditor Alan Rogers (FCA) was approved till the end of 2024/2025.
 - 9.2 To appoint a representative(s) to the RVBC Parish Council Liaison Meeting.
Currently rotated through Councillors: Crook and Kinder.
 - 9.3 Liaison with Borough and County Councillors.
This task is currently carried out by Borough Councillors Birtwhistle and Street.

- 9.4 Coordination of planning comments.
This task is currently carried out by the Clerk.
- 9.5 Monitoring and liaison on all aspects of the Parish Lengthsman Scheme.
This task is currently carried out by the Clerk.
- 9.6 Activities involving LCC Highways and Street Lighting, reporting defects etc.
This task is currently carried out by Borough Councillor Birtwhistle and the Clerk.
- 9.7 Activities involving LCC Public Rights of Way (PROW), reporting defects etc.
This task is currently carried out by Borough Councillor Birtwhistle.
- 9.8 Coordination and liaison with parish social and other groups.
This task is currently being carried out by Cllr. L Crook and the Clerk.
- 9.9 Remembrance Sunday.
Arrangements for the event are currently carried out by the Clerk.
- 9.10 Carrying out defibrillator routine checks.
This task is currently carried out by Gordon Fishlock.
- 9.11 Carrying out village amenity activities; coordination and liaison with volunteers and other agencies. Includes:
Maintaining and improving Trafford Gardens and the Playing Fields, arranging litter picks, and trimming of overhanging branches, cleaning road signs, street name signs, lower-level streetlights, purchase, and disposal of Christmas tree and arrange for Christmas lights.
Maintain and improve the car park and associated land and maintain and improve 'unadopted' small plots of land.
These tasks are currently undertaken by Borough Councillor Birtwhistle, Clerk, and councillors Chiappi and Kinder.

Members should note that the:

- Parish Council employ a Lengthsman and a gardener and pay RVBC to cut the grass at Trafford Gardens and on the Playing Fields.
- Parish Council's representative to the Whalley Educational Foundation is former councillor J. Strong and that nominations are for a three year-term to be renewed in 2026/27.
- Parish Council's representatives to the Whalley, Wiswell and Barrow Joint Burial Committee, (sub-committee of Whalley Parish Council) are Councillors K. Heyworth and D. Chiappi and that nominations are for a three year-term to be renewed for 2026/27.

ITEMS for REVIEW and DISCUSSION: All documents are available on the Council's website.

10. Review the Council's Policies, Procedures, Registers and Regulations.

- 10.1 Asset Policy and Register: adopted 11 March 2024.
- 10.2 Risk Register and Policy: adopted 11 March 2024.
- 10.3 Standing Orders: re-adopted 29/06/2023.
- 10.4 Complaints Procedures: adopted 30/01/2023.
- 10.5 Equal Opportunities Policy: adopted 13/03/2023.
- 10.6 Financial Regulations: adopted 13/03/2023.
- 10.7 Model Publication Scheme: adopted 13/03/2023.
- 10.8 CCTV Policy and Procedures: adopted 15/05/2023.
- 10.9 Council's Registration with the Information Commissioners Office: expires 01/08/2024.
- 10.10 Business Plan: Up for review.
- 10.11 Tree Management Policy: To be reviewed in March 2025.
- 10.12 Privacy Notice: adopted 05/12/2022.
- 10.13 Insurance Policy Including Employers and Public Liability: valid until 31/03/2025.
- 10.14 Code of Conduct: Adopted in 2020

11. Approve meeting dates for 2024-2025.

Suggested dates:

2024: 22 July, 23 September, 18 November.

2025: 13 January, 17 March and 19 May.

Mike Hill.

Clerk and Responsible Financial Officer to Barrow Parish Council.

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Agenda Item 6



Annual Meeting of the Parish Council - Draft Minutes

Date:	15 May 2023		
Place:	Whalley Old Grammar School, Whalley, Clitheroe.		
Present:	Councillors: L. Street (Chair), L. Crook, D. Chiappi E. Kinder, and former councillor S. McGregor.		
In attendance:	Clerk to the Council: Mike Hill, Borough Cllr. D. Birtwhistle, and a Barrow parishioner.		
Meeting started:	18:20	Meeting closed:	19:10

Minute Reference 230515/AM/

1. TO ELECT A CHAIR FOR THE NEXT 12 MONTHS.

Councillor L. Crook was elected Chair for the next 12 months.

2. TO ELECT A VICE CHAIR FOR THE NEXT 12 MONTHS.

Councillor D. Chiappi was elected Vice Chair for the next 12 months.

3. FOR CHAIR AND VICE CHAIR TO SIGN THE DECLARATIONS OF ACCEPTANCE OF OFFICE FORMS.

Councillors Crook and Chiappi signed the appropriate forms.

Post meeting note: The Clerk has submitted the forms to RVBC.

4. APOLOGIES FOR ABSENCE.

Apologies were received from Councillor K. Heyworth.

5. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER REGISTRABLE AND NON-REGISTRABLE INTERESTS.

There were no declarations of interest.

6. APPROVE THE MINUTES OF THE ANNUAL MEETING HELD ON 30 MAY 2022.

The minutes were approved and signed by Councillor L. Street who Chaired the meeting held on the 30 May 2022.

7. ACCEPTANCE OF OFFICE AND NOTIFICATION OF MEMBERS DISCLOSABLE PECUNIARY INTEREST.

All Councillors signed the appropriate forms. Note that Cllr. K. Heyworth had signed the forms prior to the meeting.

Post meeting note: The Clerk has submitted all forms to RVBC.

8. PUBLIC PARTICIPATION.

There was no additional public participation (see 15/05/23 Parish Meeting Minutes.)

9. EXTERNAL AUDIT MATTERS:

9.1 TO APPROVE AS A CORRECT RECORD THE FINANCIAL STATEMENTS TO 31 MARCH 2023.

The Financial Statements to 31 March 2023 were approved.

9.2 TO AUTHORISE THE CHAIR TO SIGN SECTION 1: AGAR 2022/2023.

The Chair signed Section 1.

9.3 TO AUTHORISE THE CHAIR TO SIGN SECTION 2: AGAR 2022/2023.

The Chair signed Section 2.

10. APPOINTMENTS AND OTHER PARISH ACTIVITIES:

10.1 TO APPOINT AN AUDITOR FOR 2023/2024 AND 2024/2025.

Members authorised the Clerk to seek additional quotations.

10.2 TO APPOINT A REPRESENTATIVE(S) TO THE RVBC PARISH COUNCIL LIAISON MEETING.

Members agreed that Councillors L. Crook and E. Kinder would attend the meetings.

10.3 TO APPOINT A REPRESENTATIVE TO WHALLEY EDUCATIONAL FOUNDATION.

Members agreed that the Clerk would ask J. Strong if he would continue to be the Council's representative.

10.4 TO APPOINT TWO REPRESENTATIVES TO THE WHALLEY, WISWELL AND BARROW JOINT BURIAL COMMITTEE. (FUTURE SUB-COMMITTEE OF WHALLEY PARISH COUNCIL).

Councillor K. Heyworth was appointed as Barrow representative from when the new arrangements are in place. One place remains vacant.

10.5 LIAISON WITH BOROUGH AND COUNTY COUNCILLORS.

Members agreed that Councillors L. Street and D. Birtwhistle would carry out this task.

10.6 PLANNING: COORDINATION OF COMMENTS AND 'EXPERT' INPUT.

Members agreed that the Clerk would continue to carry out this task.

10.7 MONITORING AND LIAISON WITH ALL ASPECTS OF THE PARISH LENGTHSMAN SCHEME.

Members agreed that the Clerk would continue to liaise and monitor all aspects of the Lengthsman Scheme.

10.8 ACTIVITIES INVOLVING LCC HIGHWAYS AND STREET LIGHTING.

Members agreed that Borough Councillor D. Birtwhistle and the Clerk would continue to carry out this task. Members also encouraged residents to use the 'Love Clean Streets' app. and report defects themselves.

10.9 ACTIVITIES INVOLVING LCC PUBLIC RIGHTS OF WAY (PROW), REPORTING DEFECTS ETC.

Members agreed that Borough Councillor D. Birtwhistle would continue to carry out this task.

10.10 COORDINATION AND LIAISON WITH PARISH SOCIAL GROUPS.

Members agreed that the Cllr. L Crook and the Clerk would continue to carry out this task.

10.11 REMEMBRANCE SUNDAY.

Members agreed that the Clerk would continue to carry out this task.

10.12 DEFIBRILLATOR ROUTINE CHECKS.

Members agreed that Gordon Fishlock would be asked if he is willing to carry out these checks.

10.13 CARRYING OUT VILLAGE AMENITY ACTIVITIES; COORDINATION AND LIAISON WITH VOLUNTEERS AND OTHER AGENCIES.

Maintain and improve Trafford Gardens and the Playing Fields, arranging litter picks, and trimming of overhanging branches, cleaning road signs, street name signs, lower-level streetlights, purchase, and disposal of Christmas tree and arrange for Christmas lights.

Maintain and improve the car park and associated land and maintain and improve 'unadopted' small plots of land.

Members agreed that these tasks be undertaken by Borough Councillor D. Birtwhistle, the Clerk, and councillors Chiappi and Kinder.

Members also authorised the Clerk to contact the Lengthsman regarding improving the Playing Field football pitches.

11. APPROVE MEETING DATES FOR 2023 AND 2024.

The following dates were approved.

2023: 17 July, 18 September, 13 November.

2024: 8 January, 11 March and 13 May.

All meetings start at 6:30pm and are held at Whalley Old Grammar School, Whalley, Clitheroe.

Signed.

Date.

Agenda Item 8.1

For Decision



Meeting Date: 22/05/2024

Title: **Finance Report**

Submitted by: Clerk and Responsible Financial Officer

Purpose of the report:

To seek approval of the accounts for the 2023/24 financial year.

Recommendations:

1. Approve the Report and specifically the:
2. Payments.
3. Reconciliation of Receipts and Payments.

Receipts for the period 1st April 2023 to 31st March 2024.

Bank		Income Streams					Totals	
Date	Reference	Details	RVBC Precept	VAT Repay	RVBC Grants/Other	Other Grants		Sundry
11/04/2023	052253	RVBC - Precept payment	22,692.00					22,692.00
17/04/2023	204582	RVBC - Coronation Grant			500.00			500.00
03/07/2023	BPC 23/01	Rental of 2 domestic garages on Barrow Car Park					100.00	100.00
07/07/2023		LALC Refund					315.57	315.57
17/07/2023	034875	RVBC S106 Contribution			2,960.00			2,960.00
07/08/2023	256479	Ribble Valley in Bloom			45.00			45.00
21/09/2023	3189475	Bio-diversiy Grant from LCC				300.00		300.00
02/10/2023	accy053475	Concurrent Grant			1,151.00			1,151.00
07/12/2023	XRV126000107683	HMRC VTR		3,196.84				3,196.84
26/02/2024		S106 Contribution			3,910.00			3,910.00
Total:			22,692.00	3,196.84	8,566.00	300.00	415.57	35,170.41

Schedule of Payments made for the period 1st April 2023 to 31st March 2024.

Dates	Details	Administration Expenses					Amenity Expenses					BAG	VAT	Total
		Clerk Salary	HMRC Tax/NIC	Home Use & Expenses	General Admin.	Website and IT Expenses	Other Expenses	Ground Maint. etc.	Playing Field	Other Expenses	Sundry Expenses			
03/04/23	Easy Web					43.00							8.60	51.60
05/04/23	Dan's Lawn and Gardening Services (Plants)							19.89						19.89
05/04/23	Dan's Lawn and Gardening Services (Plants)							45.00						45.00
05/04/23	Stone Mason - Deposit											300.00		300.00
11/04/23	HMRC Cumbernauld		476.97											476.97
11/04/23	Dan's Lawn and Gardening Services (Contract March)							56.00						56.00
12/04/23	RVBC: Lease of land at back of car park									100.00				100.00
14/04/23	LCC: SpiD back plates investigation and consent									70.00				70.00
02/05/23	Easy Web					46.00							9.20	55.20
12/05/23	RVBC: Emptying of bins on Playing Fields								459.32				91.86	551.18
16/05/23	AER Accountants (Internal Audit)									200.00				200.00
16/05/23	Altham Parish Council (SpiDs)											158.40		158.40
16/05/23	ITSU (CCTV) Bay Horse									1,075.00			215.00	1,290.00
02/01/00	ITSU (CCTV) Playing Fields									895.00			179.00	1,074.00
16/05/23	Dan's Lawn and Gardening Services (Plants)							24.99					4.99	29.98
16/05/23	Dan's Lawn and Gardening Services (Plants)							23.00						23.00
16/05/23	Dan's Lawn and Gardening Services (Plants)							14.98					3.00	17.98
16/05/23	Dan's Lawn and Gardening Services (Contract April)							56.00						56.00
16/05/23	Coronation Signs (Clerk) via RBLI											186.82	37.16	223.98
16/05/23	Clerk - Three Months Expenses.			160.40										160.40
17/05/23	LALC Annual Subscription				315.57									315.57
18/05/23	NPOWER Defib and Christmas lights 2021/22									62.31			3.12	65.43
18/05/23	Karen Heyworth - Bench Oil											25.00	5.00	30.00
22/05/23	LALC Annual Subscription (paid in error see line 26)				315.57									315.57
01/06/23	Easy Web					46.00							9.20	55.20
06/06/23	Whalley Education Foundation (May Meeting JM2267)									26.00				26.00
06/06/23	Cllr. Karen Heyworth (Print Consumables)				26.48								5.30	31.78
06/06/23	Dan's Lawn and Gardening Services (Contract May)							56.00						56.00
12/06/23	Clerk Purchase of pad for defib at gym Barrow Brook											76.45	15.29	91.74
12/06/23	LCC: SpiD erect back plates									100.00			20.00	120.00
21/06/23	Resident gift card for allowing CCTV installation											49.00		49.00
23/06/23	Cllr. Karen Heyworth (NB plants)									8.33			1.67	10.00

		Administration Expenses						Amenity Expenses						
Dates	Details	Clerk Salary	HMRC Tax/NIC	Home Use & Expenses	General Admin.	Website and IT Expenses	Other Expenses	Ground Maint. etc.	Playing Field	Other Expenses	Sundry Expenses	BAG	VAT	Total
23/06/23	Dan's Lawn and Gardening Services (plants)							43.33					6.67	50.00
23/06/23	Ark Plastics (benches and Picnic Tables)								2,960.00				592.00	3,552.00
27/06/23	NPOWER Defib and Christmas lights 2022/23									59.14			3.11	62.25
29/06/23	Watson Ramsbotton legal fees on account - Footpath				500.00									500.00
30/06/23	Clerk - Three months Salary	1,872.00												1,872.00
30/06/23	Bank 3 months service charge				18.00									18.00
03/07/23	Easy Web					46.00							9.20	55.20
10/07/23	Ark Plastics (Planters)											1,890.00	378.00	2,268.00
14/07/23	HMRC Cumbernauld		477											476.97
17/07/23	K. Heyworth - Compost, gravel, hose (Homebase)											119.17	23.83	143.00
17/07/23	K. Heyworth - Plants and compost (Newlands)											119.50	23.90	143.40
19/07/23	Clerk - Three Months Expenses.			178.20										178.20
19/07/23	Altham Parish Council (SplDs)										308.40			308.40
31/07/23	Jamie Price - Stone Signs											3,150.00		3,150.00
01/08/23	Easy Web (DD)					43.00							8.60	51.60
03/08/23	Clerk - ICO Registration (GDPR)						40.00							40.00
03/08/23	Councillor Crook (litter pickers)							40.82					8.16	48.98
17/08/23	D and D Properties (fitting defib cabinet to wall)										97.00			97.00
21/08/23	Medical pad for defib										76.45		15.29	91.74
22/08/23	Lock for defib cabinet - Borg Locks										155.00		31.00	186.00
01/09/23	Easy Web (DD)					43.00							8.60	51.60
06/09/23	Wel Medical Defib battery										170.00		34.00	204.00
06/09/23	Stuart Greenwood (Gardener Trafford Gardens) August							70.00						70.00
06/09/23	S J Ridealgh (Tarmac School Footpath)									3,910.00			782.00	4,692.00
21/09/23	PKF Littlejohn (AGAR Audit Fees)											210.00	42.00	252.00
25/09/23	PMM Solutions Payroll Services				27.75								5.55	33.30
25/09/23	Dan's Lawn Garden Services (Contract June)							56.00						56.00
25/09/23	Play Inspection Company								74.95				14.99	89.94
25/09/23	Watson Ramsbotton legal fees on account - Footpath				674.40									674.40
25/09/23	Dan's Lawn Garden Services (plants)							17.97					3.59	21.56
25/09/23	Whalley Education Foundation (July Meeting JM2323)									26.00				26.00
25/09/24	Dan's Lawn Garden Services (Contract July)							56.50						56.50
25/09/23	Clerk - Three months salary	2,059.20												2,059.20
30/09/23	Bank 3 months service charge				18.00									18.00
02/10/23	Easy Web (DD)					43.00							8.60	51.60

Dates	Details	Administration Expenses						Amenity Expenses			Sundry Expenses	BAG	VAT	Total
		Clerk Salary	HMRC Tax/NIC	Home Use & Expenses	General Admin.	Website and IT Expenses	Other Expenses	Ground Maint. etc.	Playing Field	Other Expenses				
09/10/23	Stuart Greenwood (Gardener Trafford Gardens) Sept.							70.00						70.00
09/10/23	Whalley Education Foundation (Sept Meeting JM2367)										26.00			26.00
09/10/23	C Ball Forestry (felling two conifers)									550.00			110.00	660.00
09/10/23	Clerk for purchase of Microsoft 365 licence						49.99						10.00	59.99
13/10/23	HMRC Cumbernauld - Three month tax and NI		556.06											556.06
23/10/23	PMM Solutions Payroll Services				27.75								5.55	33.30
30/10/23	Payment to Bay Horse for CCTV Use											100.00		100.00
01/11/23	Easyweb (DD)						43.00						8.60	51.60
13/11/23	Cllr. K. Heyworth (printer ink)				19.16								3.83	22.99
13/11/23	Cllr. K. Heyworth (cable ties Homebase)											6.67	1.33	8.00
17/11/23	Cllr. E. Kinder (Plants Newlands)									8.33			1.67	10.00
17/11/23	Clerk - Expenses			149.09										149.09
17/11/23	Whalley Education Foundation (September Meeting)										26.00			26.00
17/11/23	LALC Training										35.00			35.00
17/11/23	Your parking signs CCTV Signs Car park											31.30	6.25	37.55
18/11/23	LALC Training										35.00			35.00
19/11/23	Altham Parish Council (SplDs)											158.40		158.40
20/11/23	Stuart Greenwood Garden Services (October)							70.00						70.00
21/11/23	UK Safety Store CCTV signs playing field											43.10	8.62	51.72
22/11/23	Dan's Lawn Garden Services (Sept)							56.00						56.00
22/11/23	Dan's Lawn Garden Services (Oct)							56.00						56.00
22/11/23	Cllr. Chiappi - Christmas Lights											49.99		49.99
01/12/23	Easyweb (DD)						43.00						8.60	51.60
11/12/23	Christmas Tree Company											250.00		250.00
11/12/23	Whalley Education Foundation (Nov. Meeting JM2425)										26.00			26.00
11/12/23	Stuart Greenwood Garden Services (November)							70.00						70.00
13/12/23	Dan's Lawn Garden Services (Nov)							56.00						56.00
13/12/23	Dan's Lawn Garden Services (Plants Reads)							18.41						18.41
29/12/23	Clerk - Three Months Salary	2,059.20												2,059.20
31/12/23	Bank 3 months service charge				18.00									18.00
02/01/24	EasyWeb (DD)						47.30						9.46	56.76
08/01/24	Stuart Greenwood Garden Services (December 2023)							70.00						70.00
08/01/24	iPADS Defibshop - paid by Clerk											77.45	15.49	92.94
15/01/24	HMRC Cumbernauld - Three month tax and NI		556											556.06
15/01/24	Wel Medical Electronic Plate											99.95	19.99	119.94

Dates	Details	Administration Expenses						Amenity Expenses				BAG	VAT	Total	
		Clerk Salary	HMRC Tax/NIC	Home Use & Expenses	General Admin.	Website and IT Expenses	Other Expenses	Ground Maint. etc.	Playing Field	Other Expenses	Sundry Expenses				
24/01/24	PMM Solutions Payroll Services				27.75									5.55	33.30
01/02/24	Easyweb (DD)					47.30								9.46	56.76
01/02/24	RVBC Ground Maintenance (12 months)							657.20						131.44	788.64
22/02/24	Whalley Education Foundation (January 2024)								26.00						26.00
22/02/24	Clerk - Three months expenses (includes printer ink)			237.90											237.90
28/02/24	Glasdon Life belt for Barrow Brook Lodge										250.35			50.07	300.42
28/02/24	AP Landscaping (Lenghtsman)										383.32				383.32
01/03/24	Easyweb (DD)					47.30								9.46	56.76
04/03/24	Stuart Greenwood Garden Services (January)							70.00							70.00
04/03/24	Stuart Greenwood Garden Services (February)							70.00							70.00
06/03/24	Insurance Clear Councils				761.06										761.06
12/03/24	Npower 12 months charges										90.30			2.56	92.86
28/03/24	Clerk - Three months salary	2,288.00													2,288.00
31/03/24	Bank 3 months service charge				18.00										18.00
TOTALS		8,278.40	2,066.06	725.59	2,767.49	587.89	466.00	2,410.75	3,494.27	7,076.49	2,013.31	5,813.67	3,025.41	38,725.33	

Summary of Receipts and Payments

	£	
Balance brought forward at 1st April 2023:	21,670	
Add total receipts to date:	35,170	
Less total payments to date:	(38,725)	
Balance:	18,115.52	<i>If these two figures are different an explanation is required.</i>
	£	
Unity Trust Bank Balance as at 31/03/24:	18,115.52	

Comparisons as at 31/03/2024

	FINAL ACCOUNTS 2022/23 £	AGREED BUDGET 2022/23 £	FINAL ACCOUNTS 2023/24 £
INCOME			
RVBC Precept:	21,000	21,000	22,692
RVBC Grants:	915	500	8,566
HMRC VAT Refunds:	1,084	992	3,197
Sundry and Other Grants:	541	300	716
Barrow Action Group:	10,979	0	0
	34,520	22,792	35,170
EXPENDITURE			
Administration Expenses:			
	£	£	£
Clerk's salary:	9,197	10,000	8278
HMRC: Employers Tax and NIC:	1,860	2,000	2066
Clerk expenses: Home use, milege etc.	688	700	726
General Administration:	239	200	201
Website and email hosting, software/hardware:	522	600	588
General Admin. - Insurance:	777	1,000	761
General Admin.- Audit fees and ICO:	200	200	240
General Admin. - Legal fees:	0	0	1174
General Admin. - Room hire etc:	371	400	156
General Admin. - LALC Subscripton training:	319	317	701
	14,173	15,417	14,891
Amenity Expenses:			
	£	£	£
General maintenance: Parish lengthsman etc.:	1,500	2,000	383
Car park rental: RVBC	100	100	100
Car park - maintenance:	0	400	3,910
Playing field - improvements:	1,420	2,000	0
Playing field - inspections:	70	100	75
Playing field - maintenance:	152	400	0
Playing field - bin emptying RVBC:	764	800	459
Ground maintenance - grass cutting RVBC:	704	800	0
Ground maintenance - Trafford Gardens plants etc.:	1,120	1,500	2,411
Amenity capital spend (benches CCTV, SplIDS etc.):	1,936	500	5,280
General maint., improvement. electric and other:	879	1,500	363
	8,645	10,100	12,982
Sundry Expenses:			
	£	£	£
Christmas trees, lights and bunting:	265	100	300
Remembrance Sunday - wreath etc:	235	200	0
Defibrillator costs:	0	200	752
Other Sundry Expenses:	304	400	961
	804	900	2,013
BAG:			
	£	£	£
Net Expenditure:	620	3,000	5,814
VAT on Expenses to be Reclaimed:			
	£	£	£
	992	1,000	3,025
Total Expenditure:			
	£	£	£
	25,233	26,417	38,725
SUMMARY:			
	£	£	£
Income:	34,520	22,792	35,170
Expenditure:	(25,233)	(26,417)	(38,725)
	9,286	(3,625)	(3,555)
BALANCE:			
	£	£	£
Balance brought forward at 1 April:	12,384	21,670	21,670
Add surplus / less deficit from year:	9,286	(3,625)	(3,555)
Balance carried forward:	21,670	18,045	18,115.52

Cash Flow for the period 1st April 2023 to 31st March 2024

Income 2023-2024

INCOME		Stream	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total
1	RVBC Precept	Precept	22,692.00												22,692.00
2	RV in Bloom	RVBC Grant					45.00								45.00
3	HMRC VAT Return	VAT Repay									3,196.84				3,196.84
4	Concurrent Funding	RVBC Grant	500.00						1,151.00						1,651.00
5	RVBC Coronation Grant	RVBC Grant													0.00
6	S106 Contribution	RVBC Grant				2,960.00							3,910.00		6,870.00
7	Other Income	Other				415.57									415.57
8	Other Funding	LCC						300.00							300.00
Totals:			23,192.00	0.00	0.00	3,375.57	45.00	300.00	1,151.00	0.00	3,196.84	0.00	3,910.00	0.00	35,170.41

Actual Income

Expenditure 2023-2024

EXPENDITURE		Stream	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total
20	IT and Easy Websites	Admin. Exp.	51.60	55.20	55.20	55.20	51.60	51.60	51.60	51.60	51.60	56.76	56.76	56.76	645.48
21	Gardening Services	Grnd Maint	120.89	126.96	106.00			204.06	70.00	182.00	144.41	70.00		140.00	1,164.32
22	BAG Expenditure	BAG	300.00	30.00		5,704.40		252.00							6,286.40
23	RVBC Payments	Other Exp	100.00	551.18									788.64		1,439.82
24	SplD consent/install	Other Exp	70.00	158.40	120.00	308.40				158.40					815.20
25	LALC Subscription	Sundry Exp.		631.14											631.14
26	AER Accountant	Admin. Exp.		200.00											200.00
27	Office Consum//Licenses	Admin. Exp.			31.78				59.99	22.99					114.76
28	Clerk Salary	Staff Costs			1,872.00			2,059.20			2,059.20			2,288.00	8,278.40
29	Defibrillator	Sundry Exp.			91.74		374.74	204.00				212.88			883.36
30	Bank charges	Admin. Exp.			18.00			18.00			18.00			18.00	72.00
31	HMRC Income Tax	Staff Costs	476.97			476.97			556.06			556.06			2,066.06
32	PM+M Payroll services	Admin. Exp.						33.30	33.30			33.30			99.90
33	Clerk Expenses	Staff Costs		160.40		178.20				149.09			237.90		725.59
34	Trafford Gard/Amenity etc.	Amenity Exp.			10.00		48.98	4,692.00	550.00	18.00			300.42		5,619.40
35	Insurance	Admin. Exp.												761.06	761.06
36	Room Hire	Admin. Exp.			26.00			26.00	26.00	26.00	26.00		26.00		156.00
37	Lengthsman/Other Maint	Grnd Maint								110.00			383.32		493.32
38	Training/Other Subs	Sundry Exp.					40.00			70.00					110.00
39	CCTV	Other Exp.		2,364.00	49.00				100.00	89.27					2,602.27
40	NPower	Other Exp.		65.43	62.25										127.68
41	Legal	Admin. Exp.			500.00			674.40							1,174.40
42	Playing Fields	Amenity Exp.			3,552.00			89.94							3,641.94
43	Xmas/Remebrance/other	Sundry Exp.		223.98						49.99	250.00				523.97
Totals:			1,119.46	4,566.69	6,493.97	6,723.17	515.32	8,304.50	1,446.95	927.34	2,549.21	929.00	1,793.04	3,356.68	38,725.33

Actual Expenditure

2023-2024 - Unity Trust Bank Statements

DETAILS	31/03/23	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March
Balance brought forward		21,670.44	43,742.98	39,176.29	32,682.32	29,334.72	28,864.40	20,859.90	20,563.95	19,636.61	20,284.24	19,355.24	21,472.20
Income		23,192.00	0.00	0.00	3,375.57	45.00	300.00	1,151.00	0.00	3,196.84	0.00	3,910.00	0.00
Expenditure		1,119.46	4,566.69	6,493.97	6,723.17	515.32	8,304.50	1,446.95	927.34	2,549.21	929.00	1,793.04	3,356.68
Closing/Interim Balance	21,670.44	43,742.98	39,176.29	32,682.32	29,334.72	28,864.40	20,859.90	20,563.95	19,636.61	20,284.24	19,355.24	21,472.20	18,115.52
Unity Bank Statements	21,670.44	43,742.98	39,176.29	32,682.32	29,334.72	28,864.40	20,859.90	20,563.95	19,636.61	20,284.24	19,355.24	21,472.20	18,115.52
Statement Date:	30/04/23	31/05/23	30/06/23	31/07/23	31/08/23	30/09/23	31/10/23	30/11/23	31/12/23	31/01/24	29/02/24	31/03/24	

BAG Fund - Expenditure

	£
Total BAG Fund	10,979.11
Total Cross Expenditure to 31 March 2023:	660
Balance carried forward:	10,319.11
Gross Expenditure April 2023 to 31 March 2024:	6,286.40
Net Expenditure April 2023 to 31 March 2024:	5,813.67
Balance at 31/03/24:	4,032.71

Barrow Action Group (ring-fenced donation).

At the 5 December 2022 Council Meeting:

RESOLVED THAT COUNCIL:

Agree to accept the funds as a charitable donation with the following conditions:

1. That the donated funds will be ring-fenced, in that they will only be used to improve the parish amenity.
2. That suggestions made by the Chair of the Action Group, on how to spend the donated funds will be considered sympathetically by the Council.
3. That additional expenses incurred by the Council in the administration of the funds or as a consequence of increasing its revenues will be met from the ring-fenced funds.

The above points were agreed by the two members (including the current Chair of the Barrow Action Group - Karen Heyworth) who were present at the meeting.

We acknowledge as the members of:

Barrow Parish Council
ENTER NAME OF AUTHORITY

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*	
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
			✓

***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:

22/05/2024

and recorded as minute reference:

240522/8.2 MINUTE REFERENCE

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

Chair SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

www.barrowparishcouncil.org.uk ONLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Barrow Parish Council

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	Restated 27,806	40,136	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	21,020	22,692	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	23,386	20,992	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	13,003	13,303	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	19,243	34,905	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	40,136	35,613	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	40,136	35,613	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	9,817	23,548	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

SIGNATURE REQUIRED

Date

10/04/2024

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

22/05/2024

as recorded in minute reference:

240522/8.3 MINUTE REFERENCE

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

SIGNATURE REQUIRED