



Members of Barrow Parish Council are summoned to attend the **Annual Parish Meeting and Meeting of Electors** on Wednesday 22 May 2024 at Whalley Old Grammar School, commencing at 6.00pm.

Members of the public are encouraged to attend.

Agenda

1. Apologies for absence.
2. Approve the minutes of the Annual Open Parish meeting held on 15 May 2023.
3. Annual Report from the Chair.
4. Receive the Draft Financial Statements for the year ended 31 March 2023.
5. Annual Internal Audit Report.
Report of the Clerk (enclosed) update on the 2023/24 Internal Audit Report.
6. Items brought to the meeting by the Electors of Wiswell.
7. Open Forum.

Mike Hill.

Clerk and Responsible Financial Officer to Barrow Parish Council.

✉ clerk@barrowparishcouncil.org.uk

☎ 07855 183 444

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Agenda Item 2



Parish Meeting - 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:	18:00	Meeting closed:	18:15

Minute Reference 230515/PM/

1. APOLOGIES FOR ABSENCE.

Apologies were received from Councillor K. Heyworth.

2. APPROVE THE MINUTES OF THE PARISH MEETING HELD ON 30 MAY 2022.

The minutes of the Meeting were approved as a correct record and signed by the Chair.

3. ANNUAL REPORT FROM THE CHAIR.

The Chair's Report is attached to these minutes.

4. DRAFT FINANCIAL STATEMENT FOR THE YEAR ENDED 31 MARCH 2023.

The clerk updated members of the Council's financial position for the 12 months to the end of March 2023 and the report was received.

5. ITEMS BROUGHT FORWARD BY THE ELECTORS OF BARROW.

No items were brought forward.

6. OPEN FORUM.

A discussion took place regarding speeding traffic and dog fouling. It was noted that the Parish Council is aware of these issues and is looking at solutions to mitigate the problems they create.

Signed.

Date.

Chairman's report 15th May 2023

Good evening residents, members and officers.

Welcome to the Annual Parish Meeting. It has been an honour to serve as Chairman of Barrow Parish Council for the last year. We have a great team of Council Members and of course an enthusiastic and dedicated Parish Clerk. Having a great team makes things much easier and more enjoyable for us all. Let's not forget that Members of the Council do this role in our own time with no reward other than making a positive impact on where we live.

It has been a unique year for us. In June 2022, we supported the celebration of Queen Elizabeth II's reign of 70 Years. Then, with great sadness Her Majesty Queen Elizabeth II sadly passed on 8th September 2022. More recently we supported the celebrations for the coronation of King Charles III.

As a Parish Council we saw the resignation of Jean Brown, who had loyally served with the Parish Council for many years. To help with our work we welcomed back Stuart McGregor to the Council, who agreed to help as an interim measure until the recent Parish Council elections. As a Parish Council we would like to thank both Jean and Stuart for their service over the years.

The Parish Council has worked hard to improve the area in which we live. Following both formal and informal engagement with our community, we have developed a comprehensive plan and drafted our priorities for the next period, which I'll come to later.

For now, let us revisit some of our achievements over the last 12 months, which have only been realised due to the efforts made by the Council, our Clerk and with our ongoing support from our Borough Councillor - David Birtwhistle:

- We have continued our engagement with the Assistant Police Commissioner and partner Parish Councils for the introduction of Speed Indicator Devices. This will help with both traffic calming and the collection of speed data. All data collected will be used to inform future interventions to improve Road Safety in Barrow.
- We have made significant improvements to our Asset Management Register and Policy, Tree Management Policy, Equal Opportunities Policy, Model Publication Scheme (including Council communications), and our Financial Regulations.
- Regarding financial management, we have moved from an antiquated paper intensive finance management system to an on-line banking and authorisation system. This has made us much more efficient in terms of process and audit. As part of this transition, we managed to incorporate and ringfence the 'Barrow Action Group' funds (for 2023) which will fund additional improvements, over and above our usual budget.
- We have made general improvements to Trafford Gardens and the Parish boundary including new paving, benches, bins, planting and of course our usual Christmas and remembrance Sunday decorations.
- We have started the introduction of CCTV to the area to help with improved safety and security for residents.
- Throughout 2022, we implemented a programme of engagement with the community, through surveys and direct interaction - seeking their views on our plans and priorities.

- We continued our drive to secure ownership of the woodland, including the pathway (from the Printworks to Whalley Road). Ultimately, this will support more active travel around the village and reduce reliance on shorter drive journeys.

Moving to our plans for the next period. I mentioned previously that we have engaged with both residents and wider stakeholders on where our priorities lie for the next period. I will summarise the top 10 most strongly supported initiatives for 2023. These of course will be subject to final agreement and further funding from the Parish Council.

1. Ownership of the woodland (Printworks to Whalley Road). The advantages are noted earlier, but I will reiterate that owning this woodland would protect this woodland area and provide an asset to the Parish.
2. Improvements to the Playing Fields by replacing and adding play equipment to the area, improving surfaces and replacing as much furniture as our budget allows.
3. Improvements to the Parish owned car park (rear of Old Row) through improved surfacing and the introduction of a 'community area' for village use.
4. Continue to seek interventions that improve Road Safety throughout the village. Using our collated traffic data to inform LCC and the Police of the issues and seek better support for both speed compliance and speed enforcement measures as necessary.
5. Progress our programme for the implementation of Council owned CCTV. This is aimed at helping with monitoring traffic issues, deterring anti-social behaviour and improving safety and security around the Parish.
6. Improve the provision and management of key facilities in the village, including more defibrillators, dog waste bins and improved seating for Parish owned areas.
7. With the support of our Borough Councillors, we will respond to planning requests with a view that any new plans are compliant, sustainable and of course do not introduce adverse issues for our community.
8. With the support of our Borough Councillors, continue our liaison with LCC to seek improvements to our bus shelters, pavement, road surfacing and markings.
9. Littering is becoming a massive problem around the Eurogarage site and playing field areas. We must liaise with the public, RVBC and the retailers to help with managing littering.
10. Addressing anti-social behaviour around the Eurogarage site and the playing field. We must continue our efforts in seeking more support through our police liaison activities, as well as encouraging more of our community to report issues directly to the Police.

I would like to thank Members for supporting our meetings and of course supporting the many initiatives and improvements we have made to the area in which we live. A special thanks must be made to Mike Hill, our Clerk who has made such a positive difference to our progress.

Finally, as you are aware, I have been elected as Borough Councillor for Wiswell and Barrow, along with David Birtwhistle. I will therefore have to focus more of my available time in that role. I will continue to serve the Parish Council for the time being, although I will not be seeking to be either Chair or Vice Chair.

Lee Street
Chair
Barrow Parish Council

Agenda Item 4

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
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
17/11/23	LALC Training													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
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
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.

Agenda Item 5

For Information



Meeting Date:	22 May 2024
Title:	Annual Internal Audit
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

To inform members of results of the 2023/24 Annual Internal Audit Report (Appendix 1 to the report).

2. Introduction:

Members are reminded that the Annual Audit Report forms part of the Annual Governance and Accountability Return (AGAR) and that the objective of the audit is to examine the system of controls to ensure that the Parish Council has an adequate level of assurance for its activities.

The audit was carried out by Alan Rogers (FCA) on 09/02/24 and 17/05/24 and covered:

- Payroll.
- Creditors and debtors
- Risk and Asset Management
- Accounting Records
- Budgetary Control.

3. The Report:

The Audit Report noted that all the key controls contained within the internal audit report were examined and these were found to be working satisfactorily.

4. Members are recommended:

To receive the Annual Internal Audit as shown in Appendix 1 to the Report.

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During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

09/02/2024 17/05/2024 DD/MM/YYYY

Name of person who carried out the internal audit

Alan Rogers MA FCA INTERNAL AUDITOR

Signature of person who carried out the internal audit

S Alan Rogers

Date

17/05/2024

*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).