

NEWBY & SCALBY PARISH COUNCIL

COLLATED EXPRESSIONS OF INTEREST - REPRESENTATIVES ON OUTSIDE BODIES, 9 MAY 2018 TO MAY 2019 Annual Meeting

As of 2/5/18, expressions of interest for 2018/19 have been made by 4 councillors as follows:-

	Currently	Interested for 2018/19
CAP Group	Cllr. Martin 1 vacancy	Cllr. Martin Cllr. Wiles
NYMNP Coastal Forum	Cllr. Thompson	Cllr. Thompson
NYorks & Cleveland Forum	Cllr. Thompson	Cllr. Thompson Cllr. Wiles
YLCA	Cllr Towse	
Twinning	Cllr. Thompson	Cllr. Thompson
Allotments (FONSA)	Cllr. Martin	Cllr. Martin

Forms were given to councillors on 4/4/18 with a request to return them by 16/4/18.
As at 2/5/18, forms were outstanding from Cllrs. Bastiman, E Black, Edmunds, Foote, Miller, Pickersgill, Snow, Sutton and Towse.

MINUTES OF ORDINARY MEETING OF NEWBY AND SCALBY PARISH COUNCIL 389

held in the Rickinson Hall, St. Laurence's Church Rooms, Scalby,
on Wednesday, 11th April 2018 at 7pm.

PRESENT:

Councillor R Towse (Chairman),
Cllrs. E. Black, S Foote, R Holliday, K Martin, TW Miller,
R Pickersgill, D Sutton, RI Thompson, D Wiles

ALSO IN ATTENDANCE

PC277 Lyth (left 7.25pm), M. Richards (FONSA) (left 7.32pm),
2 members of public (left 7.13pm), Mrs J Marley (Clerk).

ABSENT: Cllrs. D Bastiman, G Edmunds, PC Snow, County Cllr. A Backhouse, Borough
Cllrs. L Backhouse, V Inman, A Jenkinson, H Lynskey.

The Chairman reminded those present that filming, photographing or audio recording of the proceedings was allowed - persons wishing to record were asked to notify the Clerk of their intention prior to the start of the meeting. In the interests of encouraging public participation, it was requested that anyone filming did not include members of the public "in shot".

49/18 **APOLOGIES FOR ABSENCE** Received & accepted from Cllrs. D Bastiman (family commitment), G Edmunds (work), and PC Snow (family commitment).

50/18 **DECLARATIONS OF INTEREST** - None.

51/18 **MINUTES**

51/18.1 Having been previously circulated, the minutes of the Council Meeting held on 14th March 2018 were approved as a correct record and signed by the Chairman.

PROCEDURAL MATTER

At 7.03pm, Standing Orders were suspended to allow the Public Open Forum.

52/18 **PUBLIC OPEN FORUM**

52/18.1 Question asked about changes to bus routes and timetables, some of which would make it much more difficult for residents around Ling Hill/The Uplands/Willow Garth to get to the hospital and Falsgrave.

PROCEDURAL MATTER - At 7.07pm, Standing Orders were resumed.

53/18 **MATTERS RAISED IN PUBLIC OPEN FORUM** - Chairman explained a letter had been received about this earlier in the week and responded to [*Minute 57/18.3 refers*]. While sympathising with the difficulties caused by the bus changes, the Council could not make the bus company change their timetables or routes. Councillors suggested alternative ways of getting to the hospital, including Dial a Ride and the Patient Transport Service run by the ambulance service.

At this point 2 members of public left the meeting

54/18 **POLICE REPORT** Written reports for Newby and Scalby **received & noted**. Additional information was exchanged on various matters including some thefts from the allotments. The Community Messenger system was praised. Details given of a burglary where Police had not attended (PC Lyth to find out why and report back to complainant).

At this point PC Lyth left the meeting

55/18 **EXTERNAL REPORTS**

55/18.1 **County Council:-** No report to receive.

55/18.2 **Borough Council:-** No report to receive.

- 55/18.3 **In Bloom:-** Cllr. Sutton reported work on the beds & litter picking was on hold due to the weather. Work on coloured bunting and the painting of bicycles for display during the Tour de Yorkshire was well advanced.
- 55/18.4 **FONSA:-** Mr Richards reported some of the tools taken during recent break-ins had been found and sheds had been broken into. The Environment Agency will allow FONSA to cut the top of the hedge adjacent the sea cut from the sea cut side. The filled potholes on the entrance from Hackness Drive were again deteriorating and other ways of solving the problem would need to be investigated.

At this point Mr Richards (FONSA) left the meeting

56/18 COUNCILLOR'S REPORTS & UPDATES

- 56/18.1 **Received & noted** update *[circulated with agenda]* from Clerk on highway, footpath and other general matters since last meeting. Hay Lane had just been re-surfaced.
- 56/18.2 Various highway problems submitted - Clerk to pursue as appropriate.

57/18 CORRESPONDENCE

- 57/18.1 Speed signs - **received & noted** report & questionnaire *[circulated with agenda]* from Jonathan Spencer NYCC. **Agreed** answers to all questions to be "no". Clerk to complete questionnaire accordingly.
- 57/18.2 Electoral Review of Scarborough Borough Council by Local Government Boundary Commission *[Minutes 107/17.1 & 168/17.1 refer]* - **noted** the proposed changes to the ward boundary and the creation of a new parish ward had been rejected.
- 57/18.3 Correspondence received after preparation of the agenda which the Chairman of the meeting deemed it necessary to consider as a matter of urgency - 1] Letter of 6th April 2018 from parishioner regarding the difficulties presented as a result of the changes to the bus routes and timetables had been received & responded to. *[Minute 53/18 refers]* **Noted**.

58/18 FINANCIAL MATTERS

- 58/18.1 **Resolved** the Schedule of Accounts payable for April 2018 (Schedule 1) *[tabled at meeting]* in the sum of £10,957-94 be approved.
- 58/18.2 In Memoriam seat - request for seat on Church Beck Green in memory of Pat and Peter Berry (who started Scarborough branch of Parkinson's Society) was considered. Clerk explained it would be a recycled plastic seat, Council would purchase/install and raise invoice payable by Parkinson's Society. **Agreed** no objections, Clerk to seek necessary consents from Highways & proceed as appropriate.
- 58/18.3 GDPR compliance - 1] **noted** a data audit has been carried out, 2] **agreed** Privacy Notice *[circulated with agenda]* be adopted; 3] **agreed** Consent Form *[circulated with agenda]* be approved
- 58/18.4 Petty cash *[Minute 139/17.2 refers]* - **agreed** no changes be made.

59/18 PLANNING APPLICATIONS NOTIFIED

1	Proposal Site Application No. PC decision	Change of use of residential annexe (C3) to beauty salon (Sui Generis) 49 Hackness Road Scalby 18/00292/FL Object - inappropriate use for residential area, contrary to DEC1 and DEC4
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60/18 PLANNING DECISIONS - the following were **received & noted:-**

1	Proposal Site Application No. Decision	Change of use of garage into a commercial kitchen 60 Moor Lane, Newby 16/01610/FL Application refused
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2	Proposal Site Application No. Decision	Erect two storey side extensions 19 Newlands Park Crescent, Newby 17/02580/HS Application permitted (with conditions)
3	Proposal Site Application No. Decision	Variation of conditions on decision 14/02490/FL to amend location of access & garage 309 Scalby Road, Newby 17/02731/FLA Application permitted (with conditions)
4	Proposal Site Application No. Decision	Vary condition 1 of 14/02614/FL to allow alterations to approved details 9 South Avenue, Scalby 17/02844/FLA Application permitted (with conditions)
5	Proposal Site Application No. Decision	Single storey side extension 63 Hackness Road, Scalby 18/00085/HS Application permitted (with conditions)
6	Proposal Site Application No. Decision	Rear extension, new garage and extension to garden room 31 Red Scar Drive, Newby 18/00193/HS Application permitted (with conditions)

61/18 PLANNING MATTERS RECEIVED AFTER 4/4/18:

1	Proposal Site Application No. PC decision	Install dormer to front 13 Mayfield Avenue, Newby 18/00607/HS No objections
2	Proposal Site Application No. PC decision	Remove conservatory, erect single storey rear and two storey side extensions 9 The Crescent, Throxenby Lane, Newby 18/00767/HS No objections

62/18 REPORTS FROM OUTSIDE BODIES

The following were **RECEIVED**:

- 62/18.1 **CAP Group** – next meeting 26/4/18 (Cllr. Towse).
- 62/18.2 **NYMNP Coastal Area Parish Forum** – no report, next meeting 24/4/18 (Cllr. Thompson).
- 62/18.3 **Yorkshire Local Councils' Association** – next meeting 31/5/18 (Cllr. Towse).
- 62/18.4 **Twinning Association** – last meeting 21/3/18. Cllr. Thompson reported he had been unable to attend due to holiday. Cllr. Towse explained the Twinning Secretary was aware it was not possible to RSVP to the twinning dinner invitation until after the Parish Council Chairman for municipal year 2018/19 had been elected on 9th May.
- 62/18.5 **Yorkshire Coast & Moors County Area Committee** – last meeting 21/3/18. Cllr. Thompson reported he had been unable to attend due to holiday.

63/18 CIRCULATION - None.

There being no further business, the Chairman declared the meeting closed at 8.26pm.

R. Towse, Chairman
Dated: 9th May 2018



FROM: Jools Marley, Clerk to the Parish Council & Responsible Financial Officer.

TO: All Councillors

DATE: 1st May 2018

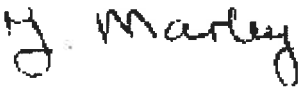
SUBJECT: Update on highway, footpath & other matters since 11/4/18

1. Items raised at previous council meetings:-

1. Various potholes in the parish have been reported and the majority repaired.

2. New items

1. Large pothole Barmoor Lane approx 75yards past Barmoor Grange (Scalby-bound). Reported via Parish Portal 11/4/18
2. Handrail missing from part of footbridge over ford at Foulseyke - reported via Parish Portal 11/4/18.



Jools Marley (CiLCA)
Clerk to the Parish Council

Ref: JB

Julie Blaisdale
Assistant Director of Library & Community
Services
County Hall
Northallerton
DL7 8AD

Tel: 01609 533494

Email: Julie.blaisdale@northyorks.gov.uk23rd April 2018

Dear Parish Council

North Yorkshire County Council is launching a major consultation on what the North Yorkshire Archives service of the future should look like.

Currently the county archives are housed in the County Record Office at Northallerton in a building that is in need of a complete overhaul so that it can continue to maintain important and irreplaceable documents in a secure and controlled environment. Some of the documents held are centuries old and provide a unique insight into 800 years of North Yorkshire's history.

The Archives service is also keen to take advantage of the greater access opportunities offered by improved broadband coverage across the county, by allowing online digital access to the service and its unique collections.

In consulting on our future provision, we need to make as many links as we can to the wider heritage offer available across the county through the wealth of established heritage groups and providers. We are also keen to understand what our partners, such as yourselves, as well as users and non-users of the service would like to see provided by a digital age record office. We are also keen to learn from the many dedicated enthusiastic heritage groups and volunteers how it can better support their needs in preserving the heritage of local communities.

I would therefore be most grateful if you could respond to the consultation as well as encourage responses from any volunteer/heritage groups that you may be involved with that would have an interest in this project. The survey is open to anyone, both as an individual and as a group with an interest in the archival heritage of North Yorkshire. To find out more about the consultation or to take part in it please visit the consultation webpage on our web site:

<http://www.northyorks.gov.uk/recordofficesurvey>

Many thanks for your support.

Yours sincerely

Julie Blaisdale

Julie Blaisdale
Assistant Director of Library & Community Services

NEWBY & SCALBY COMMUNITY HALL

Scalby Road, Scalby, Scarborough YO13 0RA

Tel: 01723 500699

Email: newbyandscalbycommunityhall@btconnect.com

CHARITY NUMBER 523406



To whom it may concern,

The trustees of the Community Hall are trying to arrange a Community Meeting to take place on;

**Sunday 19th August 2018
At the Community Hall**

We would like to invite representatives of your organisation to come and show the public what you offer/contribute to the community. We are hoping to help spread the word on what people can get from the area whether it is classes, stalls, clubs etc.

Tables and chairs will be provided for you to set up a stand. There will be no charge for your attendance all we ask is a kind donation on the day towards the running cost of the hall.

Refreshments will be available for purchase.

In order for the day to be a success we require a minimum amount of tables to be filled. We would kindly ask that your feedback be given no later than Friday 25th May 2018. We will then contact you with further details if we are able to proceed.

You can respond to the telephone or email address provided above. If you have any questions please do not hesitate to ask.

Kind Regards

Robert Kendall

R. Kendall

Chairman

Newby and Scalby Community Hall Trust

INTERNAL AUDIT REPORT**2017/18 FINANCIAL YEAR****January to March CASH BOOK & BANK STATEMENT FOR SCHEDULES 10-12****AND January to March ACCOUNTS, SCHEDULES 10-12****AUDIT CARRIED OUT ON 9th April 2018****1 PETTY CASH** (Schedule 1 physical count as on day of audit).

- ☒ Petty Cash was accurately recorded.
- ☐ Petty Cash was inaccurate. See section 7 overleaf.

2 CASH BOOK & BANK STATEMENTS

- ☒ I am satisfied that the records are complete and accurate.
- ☐ I am not satisfied that the records are complete and accurate. See section 7 overleaf.
- ☒ The records are balanced and reconciled.
- ☐ The records are not balanced and reconciled. See section 6 overleaf.

3 INCOME RECORD ON P.C.

- ☒ The record is accurate and reconciled.
- ☐ The record is not accurate and reconciled. See section 7 overleaf.

4 EXPENDITURE ON P.C.

- ☒ The record is accurate and reconciled.
- ☐ The record is not accurate and reconciled. See section 7 overleaf.

5 VAT RECORD ON PC AND I & E FILES

- ☒ The record is accurate and refund claims have been made on a timely basis.
- ☐ The record is not accurate and/or refund claims have not been made on a timely basis. See section 7 overleaf.

6 PAYE RECORDS



☒ The Inland Revenue P11 deductions working sheet has been completed correctly and the figures accord with the schedule of payments and the payslip booklet.

☐ The Inland Revenue P11 deductions working sheet has not been completed correctly and the figures do not accord with the schedule of payments and the payslip booklet. See Comments Section 7.

7 COMMENTS/EXPLANATIONS:



Figures for Employee NIC had been ~~entered~~ incorrectly for 14/2/18 as Employees figure had been entered as employees and Employees entered as Employer. Error to be correct for ~~the~~ April 2018. Employee underpaid in Feb. by £16-49.

R.A.

Signed

R.A. Carey
Internal Auditor

Date:

9/4/18

8 FINANCIAL YEAR END ONLY

- ☒ I have examined the year end records and I am satisfied that the annual report & accounts comply with Governance & Accountability.
- ☐ I have examined the year end records and I am not satisfied that the annual report & accounts comply with Governance & Accountability and make the following comments:

- ☒ I have examined the Annual Return to the External Auditor and confirm that I am satisfied with the completeness of the data.
- ☐ I have examined the Annual Return to the External Auditor and confirm that I am not satisfied with the completeness of the data and make the following comments:

Signed R. A. G.
Internal Auditor

Date: 09/04/8



Annual Report & Accounts

Year Ended 31 March 2018

NEWBY AND SCALBY PARISH COUNCIL

RECEIPTS AND PAYMENTS ACCOUNT FOR YEAR ENDED 31 MARCH 2018

RECEIPTS

(Previous) Year Ended 31 Mar 2017		(Current) Year Ended 31 Mar 2018	NOTES
£		£	
2,753.62	Allotment rents	2,657.65	
646.81	General interest received	383.10	1
80.47	Interest taken into revenue	52.00	2
4,923.06	Model agreement – SBC	4,972.30	
38,350.00	Parish precept	39,050.00	
377.46	Other income	1,198.42	3
1,439.13	VAT reclaimed	1,714.02	4
0.00	Refunds: various sources	700.00	5
<u>48,570.55</u>	TOTAL	<u>50,727.49</u>	

¹ Reduction in interest due to reduced interest rates.

² Reduction in interest due to reduced interest rates.

³ Includes £914-94 (the residual funds of Newby & Scalby Residents Association which were given to SBC who then gifted to N&SPC) to be used for repair of pavilion/changing room roof at Carr Lane Playing Field.

⁴ The level of VAT reclaimed is in line with expectations.

⁵ Refund of costs incurred on the abortive lease of the library building.

PAYMENTS

(Previous) Year Ended <u>31 Mar 2017</u>		(Current) Year Ended <u>31 Mar 2018</u>	NOTES
1,989.93	Allotments	2,000.60	
430.00	Audit fees	330.00	
312.50	Twinning	0.00	1
1,400.45	Courses, subs & training	1,231.00	
700.00	Contingency	322.81	2
11.20	General expenditure	7.08	
1,402.00	Insurance	1,456.04	
4,605.27	Model agreement	4,844.61	
0.00	Trees & lights	835.00	3
2,529.12	Office costs & software	4,630.45	4
101.55	Councillor's expenses	86.85	
30.00	Website	30.00	
21,365.13	Staffing	21,133.42	
534.50	Playground – (section 19)	173.50	
0.00	Discretionary grants	850.00	5
2,560.00	Premises & equipment	3,031.89	6
0.00	Public amenities/civic pride	408.00	7
225.00	Special payments - section 137	295.00	8
1,312.00	Special payments - section 111	516.00	9
1,200.00	Special payments – section 96	1,200.00	10
0.00	Special payments – section 19	914.94	11
0.00	Charitable donations	500.00	12
0.00	JJ Burchell bequest	1,100.09	13
1,541.28	VAT	1,863.30	
<u>42,249.93</u>	TOTAL	<u>47,760.58</u>	

¹ Twinning costs are only high in the alternate years in which we are visited by the Pornicais - this is due to our holding a civic reception.

² 2016/17 costs were connected with taking on library building. 2017/18 costs were associated with the burglary on 10/9/17.

³ Replacement lights for Xmas tree at Newlands shops.

⁴ Office costs £2,930-45 , software £1,700-00.

⁵ 42nd Scarborough (St. Mark's) Scouts, £450-00, Wreyfield Rainbows £400-00.

⁶ Includes purchase of CCTV.

⁷ Seat maintenance/painting.

⁸ £85 donation made to Royal British Legion. £75 NYCC fill grit bin. Sponsored prizes for Christmas Competitions.

⁹ £500 to Scalby Toilet Trust towards running costs of Scalby Toilets & £16-00 land registry fees.

¹⁰ Rural verge cutting.

¹¹ Scalby Sports Association £914-94

¹² Scarborough CAB £500

¹³ Accrued funds paid to Cricket Club towards cost of repairs to pavilion/changing room roof.

BANK RECONCILIATION

(Previous) Year Ended 31 Mar 2017	SUMMARY	(Current) Year Ended 31 Mar 2018
£108,262.59	Balance brought forward 1 April	£111,567.84
<u>£48,570.55</u>	ADD total receipts	<u>50,727.49</u>
£156,833.14		£162,295.33
<u>£42,249.93</u>	LESS total payments	<u>£47,760.58</u>
£114,583.21		£114,534.75
<u>£3,015.37</u>	LESS transfer of accrued gratuity funds to pension provider	<u>£0.00</u>
<u>£0.00</u>	PLUS internal account transfers	<u>£0.00</u>
<u>£0.00</u>	PLUS internal transfers (gratuity)	<u>£0.00</u>
<u>£111,567.84</u>	Balance carried forward	<u>£114,534.75</u>

These cumulative funds are represented by:

£84,018.98	Reserve a/c	£86,725.97
<u>£0.00</u>	Current a/c	<u>£0.00</u>
<u>£0.00</u>	LESS unrepresented cheques at year end	<u>£0.00</u>
£84,018.98		£86,725.97
<u>£0.00</u>	ADD Gratuity a/c	<u>£0.00</u>
<u>£21,693.16</u>	ADD Fixed term reserves	<u>£21,925.48</u>
<u>£5,856.70</u>	ADD Instant access reserves	<u>£5,884.30</u>
<u>(£1.00)</u>	LESS £1 to open/maintain gratuity a/c	<u>(£1.00)</u>
<u>£111,567.84</u>	TOTAL	<u>£114,534.75</u>

The above statement represents fairly the financial position of the authority as at 31 March 2018 and reflects its receipts and payments during the year.

Approved by Council: 9th May 2018

Signed _____
Chairman

Signed J. Marley
J Marley (CiLCA)
Responsible Financial Officer

NOTES TO THE STATEMENT OF ACCOUNTS FOR THE YEAR ENDING 31 MARCH 2018

1 ASSETS

At 31st March 2018 the assets held include play equipment at Linden Road playground, allotment items, Christmas lights, civic items, office equipment, plaswood seats, fixtures and fittings. Full details are contained in the Asset Register. In accordance with the conventions of Parish Council accounting, the assets are valued at purchase cost and there is no depreciation element. The total value of the assets held at the end of this financial year amounted to £51,040.

2 LOANS MADE AND LOANS RECEIVED

The Parish Council has no outstanding loans and no amounts were borrowed during the financial year.

3 LEASES

At the end of the year the Parish Council had the benefit of the following leases: -

Lessor	Purpose	Annual Payment	Year of Expiry
North Yorkshire County Council	Lease of Office & Storage Space	£2,300 (includes utilities).	2021
Siemens	Print/Scan/Copy	£1,476+VAT	2022
Lessee			
Friends of Newby & Scalby Allotments	Allotment shed	£85	2019

4 DEBTS OUTSTANDING

At the year end there were no outstanding debts due to the Council.

5 TENANCIES

During the year the following tenancies were held:

Council as Tenant			
Landlord	Property	Rent P.A.	Repairing/Non repairing
Duchy of Lancaster	Land for Allotments	£840+VAT	Maintain hedges, cut grass and maintain good soil quality.

6 s137 & SPECIAL PAYMENTS

The Parish Council is empowered to make payments within the legislation governing expenditure. Section 137 of the Local Government Act 1972 (as amended) enables local councils to spend up to the product of £7-57 per elector, as at 1 April in the relevant year, for the benefit of people in the area on activities or projects not specifically authorised by other powers. The limit for spending by this council in the year of account was £59,855-99. Payments were also made under various other powers. The payments made were:-

Item	Nature of payment	Power	Amount
Royal British Legion	Donation	LGA 1972, s137	£85.00
Christmas Competition	Prizes/presentations	LGA 1972, s137	£135.00
Scalby Toilets Trust	Donation to running costs	PHA 1936, s87 extended by LGA 1972, s111	£500.00
Scalby Sports Association	Donation towards cost of changing room roof repairs	LG(MP) 1976, s19	£914.14
Wreyfield Rainbows	Donation to running costs	LG(MP) 1976, s19	£400.00
42nd Scarborough (St. Mark's) Scouts	Assistance for scout hut improvements	LG(MP) 1976, s19	£450.00
Scarborough Citizen's Advice Bureau	Donation to running costs	LGA 1972, s142	£500.00
Total			£2,984.14

7 AGENCY WORK

During the year the Parish Council undertook the following agency work on behalf of other Authorities:

Principal Authority	Nature of Work	£ Amount
Scarborough Borough Council	Upkeep & maintenance of parks, playing fields and open spaces	£2,045.40
Scarborough Borough Council	Contribution to closed churchyard upkeep costs	£2,829.21
Total		£4,844.61

8 RESERVES

Council's reserves are earmarked as follows:-

Year ending 31 March 2017		Year Ending 31 March 2018
£30,349.01	Premises/Buildings Reserve	£30,349.01
£21,693.16	Community & Infrastructure Reserve	£21,925.48
£5,856.70	General Reserve	£5,884.30
-	Decorative Lighting Reserve	£10,000.00
-	Election Fees Reserve	£10,000.00
-	Allotments Reserve	£5,000.00
-	Carr Lane Playing Field Reserve	£5,000.00
£53,668.97	Un-earmarked Reserve	£26,375.96
£111,567.84		£114,534.75

9 ADVERTISING AND PUBLICITY

There were no costs for advertising or publicity incurred in the year of account.

10 CONTINGENT LIABILITIES

The Parish Council had expected that in April 2017 it would be signing a 5 year lease with North Yorkshire County Council for the building which houses Newby & Scalby

library. It was intended that the Parish Council would run the building from 1st April 2017 while trustees and volunteers ran the library. However on 4th April 2017 the County Council told the Parish Council it had changed its mind and instead would be leasing the library building to the trustees. The Parish Council's existing lease of its office premises from NYCC was unaffected. However it is felt prudent to retain an earmarked reserve for premises/buildings since the Parish Council has no security of tenure in the long term.

11

PENSIONS

Pursuant to pension auto-enrolment legislation, a pension scheme was set up in April 2016. The provider is the People's Pension and the Clerk is enrolled in this scheme. Funds of £3,015-37 previously held in a dedicated gratuity account were transferred into the pension scheme during 2016/17. In the year of account, contributions totalled £1,476-83.

12

MANAGED TRUSTS

The Parish Council is the Trustee for the J J Burchell Bequest in connection with the upkeep & maintenance of the playing field at Carr Lane, Scalby. The Trust is registered with the Charity Commissioners. Its sole source of income is interest accruing on the 8% Treasury Stock 2021 which was purchased on 20th April 2015 following HM Treasury's forced redemption on 1st February 2015 of the 4% Consols previously held. In the year of account, the balance of the accrued dividends held (£1,100-09) was transferred to Scalby Cricket Club to assist with the costs of repairing the pavilion/changing room roof.

Section 1 – Annual Governance Statement 2017/18

16-4 (1)

We acknowledge as the members of:

NEWBY & SCALBY 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 2018, that:

	Agreed		‘Yes’ means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		
			<i>has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each ‘No’ response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman

Clerk

dated

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

www.newbyandscalbypc.org.uk

Section 2 – Accounting Statements 2017/18 for

NEWBY & SCALBY PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	107,698	110,853	<i>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.</i>
2. (+) Precept or Rates and Levies	38,350	39,050	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	10,070	11,527	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	23,615	21,133	<i>Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	21,650	25,528	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	110,853	114,769	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	110,853	114,769	<i>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.</i>
9. Total fixed assets plus long term investments and assets	48,750	51,040	<i>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.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
	✓		<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

J. Markey

Date

06/04/18

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

and recorded as minute reference:

Signed by Chairman of the meeting where approval of the Accounting Statements is given