DUDDON AND BURTON
ANNUAL MEETING OF THE PARISH COUNCIL

To the Members of Duddon and Burton Parish Council: You are hereby summoned to attend the Annual Parish Council Meeting on Thursday 11th May 2023 to be held at Duddon, Clotton and District War Memorial Hall, which will begin at 7.00pm, for the transaction of the business set out below.

Signed *Trudy Ryall-Harvey.* Clerk
6/05/2023

duddonandburtonparishcouncil@gmail.com
07784 486 767

MEMBERS OF THE PUBLIC AND PRESS ARE INVITED TO ATTEND ALL COUNCIL MEETINGS
(Public Bodies (Admission to Meetings) Act 1960

AGENDA

1.	ELECTION	To elect a Chairman and Vice-Chairman for 2023-24
2.	APOLOGIES	And reason for absence.
3.	DECLARATIONS OF INTEREST	Members to declare any interest under the following categories: pecuniary, outside body and family, friend or close associate.
4.	PUBLIC PARTICIPATION	When members of the public may comment or raise questions regarding matters affecting the Parish. (max of 3 mins per person without prior agreement with Chair and for a maximum of 20 minutes in total.) *This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chairman) to participate by asking questions, raising concerns or making comments on matters affecting Duddon and Burton. No decision can be taken during this session, but the Chairman may decide to refer any matters raised for further consideration.* *N. B Councils cannot lawfully decide items of business that is not specified in the summons/agenda (LGA1972 Sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119*
5.	ACCEPTANCE OF MINUTES	To approve and sign the minutes of the Parish Council meeting held on Monday 27th May 2023.
6.	GENERAL POWER OF COMPETENCE	To consider adoption of Statutory instrument 965, “Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, issued under the localism act introduced a “General Power of Competence” (GPoC). To allow “Eligible council” powers to undertake an activity or incur expenditure without the need to have to identify specific powers.
7.	ANNUAL BUSINESS	- To Review the Policies and agree their adoption for 2023-24. - To approve payments to be made throughout the year between meetings. - To agree Payroll Provider for 2023-24.
8.	ANNUAL ACCOUNTS AND GOVERNANCE 2022-23	- To review the Summary of Accounts for 2022-23. - To agree the Certificate of Exemption for External Audit for 2022-23. - To review the Internal Audit Report for 2022-23. - To discuss and approve the Governance Statement for 2022-23. - To approve the Accounting Statement for 2022-23. - To approve the Notice of Public Rights and Publication of Annual Governance and Accountability Return.
9.	PLANNING	- To note planning applications as listed on the planning register, including comments submitted since the last meeting and enforcement matters. - To note any planning applications received since the agenda has been distributed
10.	ACCOUNTS	1) To accept the Cash Book. 2) To note the Budget v Outturn Sheet 3) To approve the Bank Reconciliation against Cashbook YTD. 4) Internal Auditor for 2022-23 – to review Internal Auditor report and agree any recommendations. 5) To approve Payments made and Income received since last meeting.

11.	CORRESPONDENCE	- Duddon Playgroup Inspection – to note and agree any action required. - Any other correspondence received since the last PC Meeting.
	DATE OF NEXT MEETING	To agree the date for the next meeting of Monday 24th July 2023 at 7.00pm at Duddon, Clotton and District War Memorial Hall

Minutes of Duddon and Burton Parish Council
at Duddon, Clotton & District Memorial Hall
on Monday 27th March 2023 at 7.00pm

PRESENT:

Cllr G Goulbourne - Chairman
Cllr M Lightfoot
Cllr C Cummins
Cllr A Green
Cllr J Warburton
Cllr J Leather, CWaC Ward Councillor
Members of the Public: 3
CLERK: Mrs T Ryall-Harvey (Clerk)

APOLOGIES FOR ABSENCE – Cllr Tonge due to attending another Parish Council meeting.

DECLARATION OF PECUNIARY INTERESTS - No declarations were received.

PUBLIC PARTICIPATION

Cllr Leather reported upon the current CWaC Consultation on the Standardisation of the School Year closing date for comments was 3rd May 2023. Cllr Leather confirmed that he had chased the work agreed following the application from the Parish Council for Neighbourhood Pride and expected the work to be undertaken in April.
Cllr Leather also confirmed that he had received and approved a Kings Coronation grant application from Duddon and Burton Parish Council for the planting of wildflowers.

Cllr Leather went on the thanked the Parish Council, as this would be the final time he would attend this meeting as a Ward Councillor, for all the work the current and previous Parish Council have undertaken during his term in office. The Chair thanked Cllr Leather for all the work he had done to represent the area.

Mr Leadbetter provided an update on behalf of the Village Hall, he confirmed that the dog training sessions had been extended and the art club sessions have also, he hoped that the current users would help raise the awareness of the facilities and in-tern bring more bookings. He also reported that following the installation of the new floor in the hall, he had been in touch with the fitter due to the floor starting to rise again in places. .

MINUTES OF THE MEETING

RESOLVED 22/048: That the minutes of the meeting of 23rd January 2023 be confirmed as a correct record and signed by the Chairman.

PLANNING APPLICATIONS

The council noted the Planning Register as circulated at the meeting, dated 17th March 2023 and noted the following application that had been received in since the last meeting:-
23/00451/FUL – 12 New Road, Duddon CW6 0HE – Two storey and part single storey rear extension and front porch - It was confirmed that the Parish Council had no objections to this planning application.

It was noted that the following planning applications had been determined since the last meeting:-
22/01640/FUL – Burton Grange, Burton Road, Burton CW6 0ES – Demolition of existing conservatory, alteration to roof over porch, single storey side and rear extension to include terrace above, alterations to windows and doors, application for rendering and cladding – ***Approved***.
22/04216/LDC – 31 Laurel Park, Duddon CW6 0HL – Loft Conversion - ***Approved***

ACCOUNTS

Cashbook

RESOLVED 22/049: that the YTD Cashbook dated 14th March 2023 be approved and the Outturn against Budget be noted.

Bank Reconciliation

RESOLVED 22/050 – that Cllr Green signs the Bank Reconciliation and Bank Statements.

Internal Auditor
RESOLVED 22/051 – that Mrs S Irlam be appointed as the Internal Auditor for 2022-23.

Submission of VAT Rebate for 2022-23
RESOLVED 22/052 – that the clerk submit a VAT rebate for 2022-23 for the value £417.20.

Authorisation of Payments
RESOLVED 22/053: that the following income and expenses be approved:-

Income		
	CWaC – Churchyard Grant Application	£1,530.19
Expenses		
	Bank charges for February (Lloyds)	£11.25
	Bank charges for February (HSBC)	£6.20
	Clerk's Salary for Tax Point 11	£250.27
	HMRC payment	£62.60
	Clerk's Salary for Tax Point 12	£250.27
	HMRC Payment	£62.60
	Clerk's Expenses	£91.50
	Peter Lightfoot – Hedgecutting	£60.00
	Duddon, Clotton & District War Memorial Hall – room hire	£105.00
	St Peter's Church Duddon- Churchyard Grant Money	£1,530.19

PARISH COUNCIL MATTERS
Elections
The Clerk reported that the Notice of Elections had been displayed on the website and noticeboard and nomination papers were available from the Clerk and CWaC, the closing date for nominations was no later than 4pm on Tuesday 4th April and submission of nominations were being received in Chester, Ellesmere Port and Winsford by appointment only.

Asset Register
RESOLVED 22/054 to approve the Asset Register for 2023.

Risk Assessment
RESOLVED 22/055 to approve the Risk Assessment as circulated with the Parish Council papers for 2023.

CORRESPONDENCE
Tarporley War Memorial Hospital Trust Update – a Spring Newsletter was provided for councillors information and this was noted.

CWaC Electric Vehicle Charging Infrastructure Strategy – following the recent Electric Vehicle Charging Conference the draft consultation was circulated and noted.

Kings Coronation – The Chairman sought ideas for a Kings Coronation event. Due to the smaller budget available it was discussed that it would not be possible to undertake an event on the same scale as the Queens Jubilee.

It was suggested that the Primary School be contacted to see if they were planning an event.

It was suggested that something be arranged in the Village Hall on Monday 8th May.
It was suggested that Clotton Hoofield Parish Council be contacted to see if they would also like to join in on the preparations.

Suggestions were provided of :- Tea and Cake in Village Hall - ask the community for cake donations
Kids sports day type events with prizes/medals.
Maybe book the Reptiles on Roading for the kids again.

It was suggested that the following advertising methods should be considered:- Posters, mention the event at the next community quiz.

ACTIONS: Clerk to contact Duddon Primary School to check if they are planning a Coronation Event or if the the PTFA would like to assist in the organising of an event?
Clerk to contact Clotton Hoofield Parish Council to see if they wanted to join in with the preparations.

DATE OF NEXT MEETING
The next meeting of Duddon and Burton Parish Council would be held on Thursday 11th May 2023 at 7.00pm at Duddon Village Hall.

Meeting finished: 19.26

General Power of Competence

Background

Parish councils are legal entities established by statute and as such have powers and duties also enshrined in statutes. Until the localism Act of 2011 parish councils were only permitted to do those things where they had the powers spelt out in statute. Most of the powers conferred by statute are specific, such as the power to provide allotments or burial grounds.

In addition to specific powers there is also a wider power under section 137 of the Local Government Act, to permit expenditure, up to certain limits, for purposes not otherwise authorised, provided it is to the benefit of the area or part of it, or all or some, of the inhabitants. S137 is a power of last resort and where other powers exist they should be used

Typically the expenditure on grants usually falls within S137. Since S137 has to be to the benefit of the whole of the parish or part of it, grant aid an individual is not permitted.

It follows from the above that Parish council activities are subject to legal challenge for stepping outside the powers or in excess of the limitations

Recent Legislation – Localism Act 2011

Statutory instrument 965, "Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, issued under the localism act introduced a "General Power of Competence" (GPoC). The intention being to allow "Eligible council" powers to undertake an activity or incur expenditure without the need to have to identify specific powers.

"The Government's intention in providing eligible parish councils with the general power of competency is to better enable them to take on their enhanced role and allow them to do things they have previously been unable to do under existing powers".

Eligible councils have "the power to do anything that individuals generally may do" as long as they do not break other laws. **It is intended to be the power of first, not last, resort**. The eligible council has to ask itself if an individual is allowed to do it. If the answer is "yes", then a parish council is normally permitted to act in the same way.

Use of a GPoC is not restricted to the boundary of the parish it may be used anywhere

The only real limitation is that the general power of competence cannot be used to circumvent an existing restriction in an existing specific power. Neither is a GPoC relevant where an individual cannot act eg issuing a precept relies on specific powers conferred elsewhere.

GPoC is a power, and does not replace "Duties" imposed on councils, such as those concerned with Governance and Finance.

Typically GPoC has been used to run community shops, establish a company to provide services, Grant aid an individual.

Since it is the power of first resort it is incompatible with S137 LGA 1972 and if the parish adopts a GPoC S137 will no longer be used

Eligibility

There are 3 conditions which have to be met for a parish to adopt a GPoC

a. It must pass a resolution that it meets all the criteria and adopts a GPoC. The resolution can be passed at **any time** at an ordinary meeting of the council
b. At the time of passing the resolution at least two thirds of the council are there by virtue of being declared elected
c. At the time of passing the resolution , the parish clerk must hold a recognised professional qualification:-

- The Certificate in Local Council Administration (CiLCA);

Once the resolution has been passed the parish council has the freedom to Act with the same powers as individual persons (except where prohibited by law). The GPoC stays in existence until the next “relevant” meeting where the GPoC lapses unless a repeat resolution is passed and all three criteria are still met. The next “relevant” meeting is the annual meeting following the four yearly elections.

Recommendation

Parish are recommended to pass the following resolution

“The Parish Council hereby confirms we meet the eligibility criteria for adoption of a General Power of Competence as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012. We further resolve to adopt a General Power of Competence.

If adopted, the GPoC will remain in place until the annual meeting to be held in 2023 immediately after Parish council elections are concluded. If then, again approved, it will remain in force until the annual meeting immediately following the next elections for the parish council

DUDDON AND BURTON PARISH COUNCIL

POLICIES

Policies	Date Adopted	Date Last Reviewed	Date Next Reviewed
Accessibility Policy	23-01-2023		May 2024
Code of Conduct	05-05-2022		May 2023
Complaints Procedure	23-01-2023		May 2024
Disciplinary Procedure	22-09-2022		May 2023
Equality and Diversity Policy	22-09-2022		May 2023
Financial Regulations	April 2020	05-05-2022	May 2023
General Risk Management	14-07-2022		May 2023
Grievance Procedure	22-09-2022		May 2023
Health and Safety Policy	14-07-2022		May 2023
Information & Data Protection Policy	22-09-2022		May 2023
Planning Committee Terms of Reference and Delegated Powers	14-07-2022		May 2023
Publication Scheme	22-11-2022		May 2024
Reserves Policy	14-07-2022		May 2023
Risk Management Strategy	14-07-2022		May 2023
Scheme of Delegations	22-09-2022		May 2023
Standing Orders	April 2020	05-05-2022	May 2023
Training and Development Policy	14-07-2022		May 2023

DUDDON AND BURTON PARISH COUNC

Items for Approval to pay between meetings throughout the year

Item	Frequency
Salary	Monthly
HMRC	Quarterly
Expenses	Monthly
Training	Monthly
Payroll	Quarterly
Internal & External Au	Annually
Insurance	Annually
Website Subscriptions	Annually
Subscriptions	Annually
Village Hall/Room Hir	Quarterly
Maintenance of Asset	Quarterly
Jubilee Events	Monthly

To Approve Payments made between meetings

Duddon & Burton Parish Council

Clerk & RFO - Trudy Ryall-Harvey from 1st April 2022 - 31st March 2023
Email: duddonandburtonparishcouncil@gmail.com
Mobile: 07784 486 767

Information included:

Bank Reconciliation (below)

Significant variances explanation

Explanation of High Reserves

Year End Accounts

Asset Register

Risk Assessment

Chairman for Year 2022-23
Geoff Goulbourne
Contact Number: 01829 781 433

CASH BOOK

Balance brought forward	£17,645
PLUS: Receipts	£16,770
LESS: Payments	-£13,558
	£20,857

BANK

Current Account	£2,650
Deposit Account	£18,207
LESS: unpaid cheques	£0
	£20,857

S137 Limit for 2022-23	£3,995.46
Total Spend for year	£167.15

Parish Council Minutes are available at https://www.duddonandburtonpc.co.uk/minutes-and-agendas.aspx

Explanation of variances – pro forma

Name of smaller authority **Duddon and Burton Parish Council**

County area (local councils and parish meetings only)

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the

	2021-22 £	2022-23 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, **DO NOT OVERWRITE THESE BOXES**	Explanation from smaller authority **(must include narrative and supporting figures)**
1 Balances Brought Forward	11,203	17,645				Explanation of % variance from PY opening balance not required - Balance brought forward does not agree, query this	
2 Precept or Rates and Levies	7,600	8,005	405	5.33%	NO		
3 Total Other Receipts	5,864	8,765	2,901	49%	YES		In 2021-22 we received the following additional money:- £2,683 VAT Rebate £1,532 Churchyard Grant Application £1,648 CWaC In 2022-23 we received the following additional money:- £304.58 - VAT Rebate £4,850.00 - Lottery Grant towards Queens Jubilee Event £80.00 - Bank Compenstation £2,000.00 - Community Works Grant from United Utilities £1,530.19 - Churchyard Grant on behalf of St Peters Church, Duddon
4 Staff Costs	3,114	3,643	529	16.99%	YES		In 2021-22 Staffing costs were £3,114 due to staff being on longterm sickness and employing temporary clerk. In 2022-23 Staffing costs were £3,643 due to Permenant Clerk being found and then receiving a pay rise due to completing her CILCA qualification.
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	3,908	9,915	6,007	153.70%	YES		Professional Services for 2021-22 = £1,695 Professional Services for 2022-23 = £1,546 General Services for 2021-22 = £66.40 General Services for 2022-23 = £280 Administration for 2021-22 = £292 Administration for 2022-23 = £1,089 Grants and Projects for 2021-22 = £1,692 Grants and Projects for 2022-23 = £6,573 VAT for 2021-22 = £161 VAT for 2022-23 = £426
7 Balances Carried Forward	17,645	20,857				VARIANCE EXPLANATION NOT REQUIRED **EXPLANATION REQUIRED ON RESERVES TAB AS TO WHY CARRY FORWARD RESERVES ARE GREATER THAN TWICE INCOME FROM LOCAL TAXATION/LEVIES**	
8 Total Cash and Short Term Investments	17,645	20,857				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments an	57,285	57,285	0	0.00%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT

Explanation for ‘high’ reserves

(Please complete the highlighted boxes.)

Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:

	£	£		
Earmarked reserves:				
Reserve 1	5000			Refurbishment of Playground Equipment
Reserve 2	2000			Replacement Noticeboard
Reserve 3	2000			Repair of Safety Surfacing
Reserve 4	881			Kings Coronation Celebration
Reserve 5	2000			Community Projects
Reserve 6				
		11881		
General reserve	7383.15			up to one years precept to be kept in general reserve.
	1592.19			for payments outstanding from 2022-23
		8975.34		
Total reserves (must agree to Box 7)			**20856.34**	

DUDDON AND BURTON PARISH COUNCIL CASHBOOK - FINANCIAL TRANSACTIONS 2022-23

STATEMENT DATE	Description	Cheque No	Power	PN	People & Expenses	Professional Services	General Services	Admin	Grants	Projects	VAT	Receipts	Totals	Comments	Resolved	No.
					EXPENDITURE excluding VAT											
01/04/2022	HMRC VTR											304.58	304.58	VAT Rebate	-	
01/04/2022	Bank Charges		9				-6.20						-6.20	Bank Charges for March	22/014	2
06/04/2022	Walkers Nursery	100789	10							-33.60	-6.72		-40.32	Periwinkles for Back Lane	22/014	3
08/04/2022	CWaC											8,005.00	8,005.00	Precept	-	4
19/04/2022	Community Fund											4,850.00	4,850.00	Lottery Grant for Jubilee Event	-	5
02/05/2022	Bank Charges		9				-6.60						-6.60	Bank Charges for April	22/014	6
10/05/2022	Mrs S Irlam	100793	1			-50.00							-50.00	Internal Auditor	22/014	7
12/05/2022	Ringwood Fencing	100799	7							-23.40	-4.68		-28.08	Fence Slats for PlayArea Repairs	22/014	8
13/05/2022	Mrs T Ryall-Harvey	100796	1					-110.09			-0.93		-111.02	Clerk's Expenses	22/014	9
13/05/2022	The Cheshire Events Co	100798	10							-205.00			-205.00	Jubilee Event - Bouncy Castle	22/014	10
16/05/2022	Mrs T Ryall-Harvey	200003	10	2						-69.92	-14.00		-83.92	Jubilee Event - Bunting	22/023	11
16/05/2022	Mrs T Ryall-Harvey	100802	1		-225.96								-225.96	Salary for Tax Month 1	22/014	12
17/05/2022	Banner World	100804	10	2						-71.20	-14.24		-85.44	Jubilee Event - Banner	22/023	13
17/05/2022	Exceed Events & Conce	100805	10	2						-415.83	-83.17		-499.00	Jubilee Event - Magic Mirrors	22/023	14
17/05/2022	The Big Chocolate Foun	200001	10	2						-350.00			-350.00	Jubilee Event - Chocolate Fountain	22/023	15
18/05/2022	Baker Ross	200004	10	2						-76.08	-15.22		-91.30	Jubilee Event - Arts and Crafts	22/023	16
18/05/2022	Jane Nicholas	200002	10	2						-66.67	-13.35		-80.02	Jubilee Event - Decorations for V Hall	22/023	17
19/05/2022	Jane Nicholas	200008	10	2						-49.06	-9.82		-58.88	Jubilee Event - Plates, Cups & Surviettes	22/023	18
20/05/2022	The Spitting Pig Compa	100803	10							-1,695.00			-1,695.00	Jubilee Event - Hog Roast	22/014	19
24/05/2022	Vista Print	200009	10	2						-47.22	-9.45		-56.67	Jubilee Event - Flyer Printing	22/023	20
24/05/2022	Circus Sensible	200005	10	2						-380.00	-76.00		-456.00	Jubilee Event - Circus Act	22/023	21
24/05/2022	Mrs T Ryall-Harvey	200011	10	2						-370.07	-7.99		-378.06	Jubilee Event - Reptile on Roading, Amazon e	22/023	22
25/05/2022	Gallaghers Insurance	200006	3	2		-1,009.12							-1,009.12	Parish Council Insurance	22/023	23
27/05/2022	ICO	100801	8					-40.00					-40.00	Data Protection Fee	22/014	24
01/06/2022	The Spitting Pig Compa	200012	10	2						-180.00			-180.00	Jubilee Event - Hog Roast	22/023	25
01/06/2022	Bank Charges		9	2			-5.80						-5.80	Bank Charges for May	22/023	26
06/06/2022	Rustic Charmes	200010	10	2						-212.50			-212.50	Jubilee Event - Keyrings	22/023	27
07/06/2022	Mrs T Ryall-Harvey	100795	1		-225.96								-225.96	Clerk's Salary Tax Point 2	22/014	28
07/06/2022	CHALC	100792	8					-154.44					-154.44	CHALC Membership	22/014	29
14/06/2022	Stephen Harrison	200016	10	2						-168.11	-5.83		-173.94	Jubilee Event - Queen Cut-out, Refreshments	22/023	30
17/06/2022	Clotton Hall Dairy	200013	10	2						-35.32			-35.32	Jubilee Event - Clotted Cream	22/023	31
21/06/2022	HAGS SMP Ltd	200015	7	2						-187.30	-37.46		-224.76	G/Wing Seats & Fixings for Playground	22/023	32
22/06/2022	HMRC	100794	1		-169.40								-169.40	PAYE - Tax Point 1-3	22/014	33
27/06/2022	Morral Play Services	100791	7							-45.00	-9.00		-54.00	Playground Inspection	22/014	34
01/07/2022	Mrs T Ryall-Harvey	200018	10	2				-81.27			-13.80		-95.07	Jubilee Event Extra's	22/023	35
01/07/2022	Mrs T Ryall-Harvey	200019	10	2	-225.76								-225.76	Clerk's Salary Tax Point 3	22/023	36
02/07/2022	Bank Charges		9	6			-13.80						-13.80	Bank Charges for June	22/030	37
19/07/2022	Duddon, Clotton & Dist	200017	10	2						-212.72			-212.72	Jubilee Event - Insurance	22/023	38
20/07/2022	Mrs T Ryall-Harvey	200022	1	2				-126.45			-1.22		-127.67	Clerk's Expenses	22/023	39
21/07/2022	Shire Accountants	200020	1	2		-24.00					-4.80		-28.80	Payroll Services Q1	22/023	40
25/07/2022	HMRC	200021	1	2	-56.40								-56.40	PAYE - Tax Point 4	22/023	41
01/08/2022	Bank Charges		9	6			-7.80						-7.80	Bank Charges for July	22/030	42
04/08/2022	Mrs T Ryall-Harvey	200023	1	2	-225.96								-225.96	Clerk's Salary Tax Point 4	22/023	43
08/08/2022	Mid Cheshire Footpath	200024	8	2			-8.00						-8.00	Parish Council Subscription	22/023	44
19/08/2022	St Peter's Church, Dudd	200025	11						-1,648.38				-1,648.38	Churchyard Grant	22/014	45
31/08/2022	Mrs T Ryall-Harvey	200027	1	6	-225.96								-225.96	Clerk's Salary Tax Point 5	22/030	46

01/09/2022	Bank Charges		9	6			-7.40						-7.40	Bank Charges for August	22/030	47
07/09/2022	HMRC	200026	1	6	-56.40								-56.40	PAYE Tax Point 5	22/030	48
26/09/2022	Mrs T Ryall-Harvey	200028	1	7				-223.85			-2.64		-226.49	Clerk's Expenses	22/030	49
27/09/2022	Linux - Visual (Sales & S	200030	4	7		-187.88					-37.58		-225.46	Website redesign and Cloud Hosting	22/030	50
27/09/2022	Mrs T Ryall-Harvey	200031	1	7	-225.76								-225.76	Clerk's Salary Tax Point 6	22/030	51
02/10/2022	Bank Charges		9	10			-6.20						-6.20	Bank Charges for September	22/036	52
05/10/2022	PKF Littlejohn	200029	1	7		-200.00					-40.00		-240.00	External Audit Charges	22/030	53
12/10/2022	PQR Limited	200033	1	13		-28.80							-28.80	Payroll Services Q2	22/046	54
14/10/2022	HMRC	200032	1	7	-56.60								-56.60	PAYE Tax Point 6	22/030	55
27/10/2022	Mrs T Ryall-Harvey	200035	1	10	-236.53								-236.53	Clerks Salary Tax Point 7	22/036	56
01/11/2022	Bank Charges		9	10			-6.60						-6.60	Bank Charges for October	22/036	57
11/11/2022	Lloyds Compensation			10								80.00	80.00	Bank Compensation	22/036	58
22/11/2022	Walkers Nursery	200036	10	10						-31.20	-6.24		-37.44	Daffodil Bulbs for the village	22/036	59
25/11/2022	HMRC	200034	1	10	-59.00								-59.00	PAYE Tax Point 7	22/036	60
30/11/2022	Mrs T Ryall-Harvey	200038	1	10				-126.90					-126.90	Clerk's Expenses	22/036	61
30/11/2022	Mrs T Ryall-Harvey	200039	1	10	-236.33								-236.33	Clerk's Salary Tax Point 8	22/036	62
02/12/2022	Bank Charges		9	10			-6.20						-6.20	Bank Charges for November	22/036	63
08/12/2022	HMRC PAYE	200040	1	10	-59.20								-59.20	PAYE Tax Point 8	22/036	65
19/12/2022	Service Charge		9	13			-7.00						-7.00	Bank Charges for Lloyds	22/046	66
01/01/2023	Bank Charges		9	13			-7.40						-7.40	Bank Charges for December	22/046	67
06/01/2023	United Utilities			13								2,000.00	2,000.00	Contribution towards Community Workshop	22/046	68
09/01/2023	Mrs T Ryall-Harvey	200044	1	13	-385.51								-385.51	Clerk's Salary Tax Point 9	22/046	69
11/01/2023	HMRC PAYE	200043	1	13	-96.20								-96.20	PAYE Tax Point 9	22/046	70
17/01/2023	Bank Charges		9	13			-8.70						-8.70	Bank Charges for Lloyds	22/046	71
26/01/2023	Shires Accounts	000001	1	10		-46.50					-9.30		-55.80	Payroll for Q3 & Q4	22/036	72
01/02/2023	Mrs T Ryall-Harvey	000003	1	13	-250.27								-250.27	PAYE Tax Point 10	22/046	73
01/02/2023	Mrs T Ryall-Harvey	000002	1	13				-134.54			-2.19		-136.73	Clerks Expenses	22/046	74
01/02/2023	Bank Charges		9	16			-6.20						-6.20	Bank Charges for January	22/053	75
09/02/2023	HMRC	000004	1	13	-62.60								-62.60	PAYE Tax Point 10	22/046	76
20/02/2023	Bank Charges		9	16			-11.25						-11.25	Bank Charges	22/053	77
03/03/2023	Mrs T Ryall-Harvey	000006	1	16	-250.27								-250.27	PAYE Tax Point 11	22/053	78
08/03/2023	Cheshire West and Chester			16								1,530.19	1,530.19	Churchyard Grant Monies	22/053	79
08/03/2023	Duddon, Clotton & Dist	000008	5	16			-105.00						-105.00	Village Hall Hire	22/053	80
09/03/2023	HMRC	000007	1	16	-62.60								-62.60	PAYE Tax Point 11	22/053	81
30/03/2023	Mrs T Ryall-Harvey	000010	1	16				-91.50					-91.50	Clerk's Expenses	22/053	82
30/03/2023	Mrs T Ryall-Harvey	000012	1	16	-250.27								-250.27	Clerk's Salary	22/053	83
31/03/2023	Peter Lightfoot	000009	9	16			-60.00						-60.00	Hedgecutting around Footpath Pitch at Villag	22/053	84
													0.00			
													3,212.13			
TOTALS					-3,642.94	-1,546.30	-280.15	-1,089.04	-1,648.38	-4,925.20	-425.63	16,769.77				

RECONCILIATION

Current Account	£0.00	Year to date balance	£3,212.13	Clerk: *Trudy Ryall-Harvey*
Lloyds Current Account	£2,649.94	Balance Brought Forward	£17,644.81	**Clerk**
Lloyds Deposit Account	£18,207.00			**31/03/2023**
TOTAL	**£20,856.94**	**Balance**	£20,856.94	
			£0.00	
TOTAL	**£20,856.94**			

Monies held in Reserves		S137 Limit for 2022	£3,995.46
Earmarked for Playground Maintenance & Refurbishment	£5,000.00		
Earmarked for Repair of Safety Surfacing	£2,000.00		
Earmarked for Community Projects	£2,000.00		
Earmarked for Replacement Noticeboard	£2,000.00		
Earmarked for Jubilee Celebrations/Kings Coronation	£881.00		
1 years Precept	£7,383.15		
Unallocated Money	**£1,592.79**		

	Statutory Powers	Statutory Powers
1	Local Government Act 19	Local Government Act 1972, s112 - Power to employ & remunerate
2	Local Government Act 19	Local Government Act 1972, s175 - Training
3	Local Government Act 19	Local Government Act 1972, s140 - Insurance
4	Local Government Act 19	Local Government Act 1972, s.142 - Power for councils to have their own website
5	Local Government Act 19	Local Government Act 1972, s142 - Room Hire
7	Open Spaces Act 1906, ss	Open Spaces Act 1906, ss10 - Power to maintain land
8	Local Government Act 19	Local Government Act 1972, s143 - Power to pay subscriptions
9	Local Government Act 19	Local Government Act 1972, S137 - Free Resource
10	Local Government Act 1972, s144 - Power to provide to attract visitors - Christmas Lights	
11	Local Government Act 197, s 214(6) - Power to contribute towards any expenses incurred by any other person in providing or maintaining a cemetary in which the inhabitants of the authorities area may be buried.	

DUDDON AND BURTON PARISH COUNCIL - ASSET REGISTER to 31st MARCH 2023

ITEM	BOOK VALUE	INS VALUE
Noticeboard	£ 501.41	£ 501.41
Safety Surfacing	£ 18,731.55	£ 18,731.55
Play Equipment	£ 19,197.90	£ 19,197.90
New Play Equipment/Benches (2109)	£ 14,130.00	£ 14,130.00
Litter Bins	£ 627.03	£ 627.03
Fencing	£ 3,137.32	£ 3,137.32
New Goal Posts	£ 285.00	£ 285.00
Office Equipment	£ 674.70	£ 674.70
Total	£ 57,284.91	£ 57,284.91

DUDDON AND BURTON PARISH COUNCIL

GENERAL RISK ASSESSMENT

No	ITEM	HAZARD	THOSE IN DANGER	SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATE	MEASURES/COMMENTS	RESULTS
PARISH COUNCIL ASSETS								
1.	Recreational Area Play Equipment– Duddon Close	Play Equipment Vandalism Cost of Replacement	Injury to people using Play Equipment	10	2	20	Weekly Visual Inspection of Play Area by Councillor. Annual inspection carried out by A Morrey (ROSPA Trained Inspector) Insurance including Public Liability.	A
2.	Recreational Area – Safety Surfacing – Duddon Close	Vandalism Cost of Replacement	Injury of people using area	8	2	16	Weekly Visual Inspection of Play Area by Councillor. Annual inspection carried out by A Morrey (ROSPA Trained Inspector) Insurance including Public Liability.	A
3.	Recreational Area – Goal Posts – Duddon Close	Vandalism Cost of Replacement	Injury of people using equipment	8	2	16	Weekly Visual Inspection of Play Area by Councillor. Annual inspection carried out by A Morrey (ROSPA Trained Inspector) Insurance including Public Liability.	A
4.	Gates and Fencing around Recreational Area – Duddon Close	Vandalism Repair Costs Cost of Replacement	Pedestrians	4	2	6	Repair Costs – include in Annual Budget Insurance including Public Liability.	T
5.	Noticeboard on Willington Road	Vandalism Cost of Replacement	Pedestrians	4	1	4	Insurance including Public Liability Make contingency provision in Parish Council Reserves for replacement.	T
6.	Laptop	Cost of Replacement Repair Cost Accidental Damage	Clerk	2	2	4	Insurance including Public Liability Make contingency provision in Parish Councils reservices for replacement.	T

PARISH COUNCIL GENERAL								
7.	Failure to attract sufficient candidates for Member Vacancies or elections	Reduce representation of neighbourhoods. Lack of resource. Possible meeting inquorate	Members	1	1	2	Actively publicise Council. Seek candidates amongst friends and colleagues. Publicise elections & vacancies on noticeboards and PC Website.	A
8.	Failure to achieve quorum at meetings	Business not transacted. Decisions not made.	Members Clerk	1	1	2	Issue members agenda promptly and seek confirmation or quorum before meeting date.	T
9.	Lack of public consultation by Parish Council	Decisions not based on evidence People disenfranchised	Members	1	1	1	Ensure meetings are published on noticeboards and website. Include Public Participation on all Agendas Ensure seating available at meeting for public Publish Agenda and minutes on website.	T
10.	Failure to respond to electors wishing to exercise right of inspection	Complaints received Not transparent Non-compliance	Clerk	1	1	1	Clerk to advertise exercise of rights for inspection on website and noticeboard and respond to requests.	A
11.	Members acting alone outside meetings	Members outside compliance Indemnities invalid Personal Risk	Members	2	1	2	Obtain and read 'Good Councillors Guide' for any new Parish Councillors. Avoid making commitments on behalf of the parish council. Attend relevant training course.	A
12.	Council decisions not implemented	Confidence undermined Reputation risk arises Possible losses	Clerk	2	2	4	Clerk to publish minutes once approved by Parish Council on the Parish Council website.	A
13.	Inaccurate, untimely, improper minutes.	Poor decisions in future. Poor evidence for decisions	Clerk	1	2	2	Clerk to check minutes with Councillors not more than 14 days after meeting. Minutes published *Unapproved*.	A
14.	Inadequate document control	Poor evidence Poor support to Members	Clerk	1	1	1	Clerk to establish filing system.	A
15.	Failure to recognise and address conflict of interest	Lack of transparency Open to complaints of fairness or bias	Members	1	3	3	Members to review Standard and Code of Conduct.	A
16.	Incomplete/inaccurate register of Members' Interests	Lack of Transparency Open to complaints of fairness or bias	Members	1	2	2	Members to review Standard and Code of Conduct	A

17.	Failure to complete/submit Annual AGAR return on time.	Poor Auditors Report Public Confidence suffers	Clerk	1	5	5	Clerk to maintain diary and report to Parish Council meeting in May – September process	A
18.	Loss of data on PC due to system failure	Interruption to effective administration Possible financial loss	Clerk	1	3	3	External hard-drive backup quarterly.	A
19.	Loss of services of Parish Clerk	Interruption to effective administration	Members Clerk	3	3	6	Option 1: - Internal Councillors trained to undertake wide range of financial and administration tasks. Option 2: Seek a temporary clerk to cover role from surrounding Parish Councils	A
20.	Lack of professional advice	Poor decisions	Clerk	2	2	4	Maintain membership of CHALC & SLCC	A
21.	Failure to correctly identify local needs or wishes	Council does not represent the people. Resources not applied.	Members	1	3	3	Maintain close contact with local residents. Advertise Parish Meetings to obtain residents feedback.	A
22.	Financial	Misappropriation of Council Funds Financial Loss	Public Service	1	2	2	All banking arrangements and changes to banking services approved by the council and recorded in the minutes. Pay invoices by cheque/bank transfer. Two councillors to sign each cheque and cheque bank stub. Internet banking Clerk to set payment up and one councillor to authorise payment. Quarterly reconciliation of Parish Council Accounts to be brought to Parish Council meeting for Councillors review. Annual scrutiny of all Financial Records by Internal Auditor. If an External Audit it required then Auditor to be provided with Clerk and Chairman's contact details.	A
23.	Income	Unable to fulfil responsibilities	Public Service	1	1	1	Ensure Parish Council understands and complies with current VAT legislation.	A
24.	Accidental damage to fixed assets	Costs of repair Loss of service until repaired	Clerk	2	1	2	Maintain insurance Playground inspection regime established.	A
25.	Vandalism to fixed assets	Costs of repair Loss of service until repaired	Clerk	3	1	3	Maintain inspection regime. Maintain insurance. Liaise with PCSO/Police.	A

26.	Loss to third party	Possible litigation Costs/damages	Clerk	1	2	2	Review Health & Safety Ensure adequate insurance Check contractors' insurance	A
27.	Inadequate insurance	Balance of costs to be found	Clerk	1	4	4	Council to review annually or if circumstances change.	A
28.	Failure to calculate/submit precept on time	Inadequate resources to meet commitments. Costs of re-billing	Clerk	1	3	3	Clerk to respond to Cheshire West and Chester Council notices. Agenda item for member to consider and approve for January's meeting.	A
29.	Inadequate annual precept and unsound budget	Inadequate resources to meet commitments	Members	1	4	4	Clerk and members to build sound budget, using risk register and known commitments. Members to consider Reserves Policy.	A
30.	Failure to account for and recover VAT	Wasted Resources	Clerk	1	3	3	Clerk to review. Internal Auditor to check	A
31.	Failure to stay within agreed budgets	Inadequate control. Potential wasted resources	Members Clerk	1	2	2	Clerk to review Internal Auditor to Check Reserves Policy to mitigate short-term impact of loss.	A
32.	Holding excessive or inadequate reserves	Auditors report. Poor use of resources. Inability to meet commitments	Members	2	3	6	Clerk to review as part of budgeting. Reserves Policy to set percentage of precept. Council to review size of Reserves.	A
33.	Fraud by Clerk	Reputation Cost & Litigation	Clerk	1	3	3	Adequate internal audit. Regular reporting to Parish Councillor. Control systems for managing expenditure.	A
34.	Fraud by Members	Reputation Cost & Litigation	Members Clerk	1	3	3	Adequate internal audit. Regular reporting to Parish Councillor. Control systems for managing expenditure.	A
35.	Inadequate awareness of relevant legislation	Failure to comply	Members Clerk	2	3	6	Maintain membership of CHALC & SLCC. Clerk to attend appropriate training throughout the year.	A

36.	Failure to comply with relevant legislation	Litigation Costs Reputation damage	Members Clerk	2	3	6	Maintain membership of CHALC & SLCC. Clerk to maintain training. Liaise with internal and external auditors as appropriate.	A
37.	Failure to maintain fixed assets register	Improper control Poor auditor's report	Clerk	1	2	2	Council to review annually. Internal auditor to review annually.	A
38.	Improper financial records	Potential for wasted resources. Councillors unable to make sound financial decisions at meetings.	Clerk	1	2	2	Parish Councillors to be provided with updated financial records at each parish council meeting. Internal auditor to review	A
39.	HRMC requirements not met	Costs Litigation	Clerk	1	2	2	Clerk to liaise as necessary. Parish Council to employ payroll company.	A
40.	Failure to comply with deadlines for accounts and returns.	Poor auditor's report Cost Reduction in confidence	Clerk	1	2	2	Clerk to liaise with internal and external auditor or in the absence of the Clerk the Chairman to make contact.	A
41	Non-compliance with data protection	Litigation Poor reputation	Members Clerk	1	3	3	Clerk to monitor	A

Results Key – T = Trival Risk, A = Adequately Controlled Risk, N = Not Adequately Controlled, U – Unable to decide

RISK ASSESSMENT CARRIED OUT BY: Mrs T Ryall-Harvey, Clerk & RFO **DATE:** **SIGNATURE**

RISK ASSESMENT VALIDATED BY: Members of the Duddon and Burton Parish Council **DATE:**

Certificate of Exemption – AGAR 2022/23 Form 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2023, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2023 and a completed Certificate of Exemption is submitted no later than **30 June 2023** notifying the external auditor.

DUDDON AND BURTON PARISH COUNCIL

certifies that during the financial year 2022/23, the higher of the authority's total gross income for the year **or** total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2022/23:	£16,770
Total annual gross expenditure for the authority 2022/23:	£13,558

There are certain circumstances in which an authority will be **unable to certify itself as exempt,** so that a limited assurance review will still be required. If an authority **is unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Form 3 to the external auditor to undertake a limited assurance review for which a fee of **£210 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2019
- In relation to the preceding financial year (2021/22), the external auditor **has not:**
  - issued a public interest report in respect of the authority or any entity connected with it
  - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
  - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
  - commenced judicial review proceedings under section 31(1) of the Act
  - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If the above statements apply and the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage* before 1 July 2023.
Signing this certificate confirms the authority will comply with the publication requirements.

Signed by the Responsible Financial Officer	Date	I confirm that this Certificate of Exemption was approved by this authority on this date:	
SIGNATURE REQUIRED	DD/MM/YYYY		DD/MM/YYYY
Signed by Chairman	Date	as recorded in minute reference:	
SIGNATURE REQUIRED	DD/MM/YYYY	MINUTE REFERENCE	

Generic email address of Authority	Telephone number
duddonandburtonparishcouncil@gmail.com	07784 486 767

*Published web address

http://www.duddonandburtonpc.co.uk

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2023. Reminder letters for late submission will incur a charge of £40 + VAT.

Annual Internal Audit Report 2022/23

DUDDON AND BURTON PARISH COUNCIL

http://www.duddonandburtonpc.co.uk

During the financial year ended 31 March 2023, 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 2022/23 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 2021/22, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2021/22 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 2022-23 AGAR period, were public rights in relation to the 2021-22 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 2021/22 AGAR *(see AGAR Page 1 Guidance Notes).*	✓		

O. (For local councils only)	Yes	No	Not applicable
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: 07/04/2023

Name of person who carried out the internal audit: MS SUSAN MARIAN IRLAM

Signature of person who carried out the internal audit: [signature]

Date: 07/04/2023.

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

DUDDON AND BURTON 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 2023, that:

	Agreed Yes	Agreed No		'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.				*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.				*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
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.				*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.				*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
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.				*considered and documented the financial and other risks it faces and dealt with them properly.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.				*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.*
7. We took appropriate action on all matters raised in reports from internal and external audit.				*responded to matters brought to its attention by internal and external audit.*
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.				*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	*has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.*

*For any statement to which the response is 'no', an explanation must be published

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

Information required by the Transparency Code *(not part of the Annual Governance Statement)*	Yes	No
The authority website/webpage is up to date and the information required by the Transparency Code has been published.		

http://www.duddonandburtonpc.co.uk

Section 2 – Accounting Statements 2022/23 for

DUDDON AND BURTON PARISH COUNCIL

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.*
1. Balances brought forward	11,203	17,645	*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	7,600	8,005	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	5,864	8,765	*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	3,114	3,643	*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	3,908	9,915	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	17,645	20,857	*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	17,645	20,857	*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	57,285	57,285	*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			*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 do not include any Trust transactions.*

I certify that for the year ended 31 March 2023 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 DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Smaller authority name: **DUDDON AND BURTON PARISH COUNCIL**

NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (EXEMPT AUTHORITY)

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

Local Audit and Accountability Act 2014 Sections 25, 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)

NOTICE	NOTES
1. Date of announcement 2ND June 2023(a)	(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below
2. Each year the smaller authority prepares an Annual Governance and Accountability Return (AGAR). The AGAR has been published with this notice. It will not be reviewed by the appointed auditor, since the smaller authority has certified itself as exempt from the appointed auditor's review. **Any person interested has the right to inspect and make copies of the AGAR, the accounting records for the financial year to which it relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2023, these documents will be available on reasonable notice by application to:**	
(b) Mrs T Ryall-Harvey (Clerk/RFO) Email: duddonandburtonparishcouncil@gmail.com Mobile: 07784 486 767	(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts
commencing on (c) **Monday 5 June 2023**	(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below
and ending on (d) **Friday 14 July 2023**	
3. Local government electors and their representatives also have: • The opportunity to question the appointed auditor about the accounting records; and • The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.	(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.
4. The smaller authority's AGAR is only subject to review by the appointed auditor if questions or objections raised under the Local Audit and Accountability Act 2014 lead to the involvement of the auditor. The appointed auditor is: **PKF Littlejohn LLP (Ref: SBA Team)** **15 Westferry Circus** **Canary Wharf** **London E14 4HD** (sba@pkf-l.com)	
5. This announcement is made by (e) Mrs T Ryall-Harvey (Clerk/RFO)	(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

The basic position

The Local Audit and Accountability Act 2014 (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the Accounts and Audit Regulations 2015 also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-14 July 2022 for 2021/22 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

The right to ask the auditor questions about the accounting records

You should first ask your smaller authority about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

The right to make objections at audit

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the Local Audit and Accountability Act 2014.

A final word

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication Local authority accounts: A guide to your rights are available from the NAO website.	If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the *Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return*.

Duddon and Burton Parish Council Planning Register 2023

Received	Number	Location	Description	PC Response	Result
Mon 26 Sep 2022	22/03613/FUL	Burton House Burton Road Burton Chester Cheshire CW6 0ER	Single storey rear extension	No Objections	Approved
28 Sept 2022	22/03186/FUL	Holly Bank Duddon Common Lane Duddon Chester Cheshire CW6 0HG	Replacement Dwelling	No objections	Approved
Fri 12 Aug 2022	22/03072/FUL	Well House Farm Duddon Common Lane Duddon Chester Cheshire CW6 0HG	Demolition of existing house, garage and outbuilding, erection of detached dwelling, garage and ancillary outbuilding, creation of new access and gates	Concern about the size of the property and where it was being located was reported to CWaC	Awaiting Decision
Mon 28 Nov 2022	22/04416/S73	Land Adjacent To 12 New Road Duddon Chester Cheshire CW6 0HE	Part single, part two storey rear extension to existing dwelling and the construction of a two storey dwelling to the side with new access. This application to vary conditions 3, 4 and 8 of planning permission ref: 21/01153/FUL		Awaiting Decision
Wed 11 January 2023	22/04541/HED	Various Locations Along The Route of A Proposed Sewer Pipeline From Utkinton To Tarvin Via Duddon	Removal of various sections of mid and end hedgerows (16 locations) to lay a new wastewater pipeline	No objections	Awaiting Decision
Tue 14 Feb 2023	23/00451/FUL	12 New Road Duddon Chester CW6 0HE	Two storey and part single storey rear extension and front porch	No objections	
Tue 28 Mar 2023	23/01021/FUL	Land Adjacent To Duddon Hall Tarporley Road Tarvin Chester	Proposed change of use of machinery and produce store to incorporate loose housing of livestock.	No objections	

AGR – Agricultural application
CAT – Conservation area tree
FUL – Full application
LBC – Listed building consent
PDQ – Agricultural Buildings to Dwelling Houses
REF - Appeal
S73 – Minor material amendments
LDC – Lawful Development Certificate
TPO – Tree Preservation Order

Trudy Ryall-Harvey
24-04-2023

DUDDON AND BURTON PARISH COUNCIL CASHBOOK - FINANCIAL TRANSACTIONS 2022-23

STATEMENT DATE	Description	Cheque No	Power	PN	People & Expenses	Professional Services	General Services	Admin	Grants	Projects	VAT	Receipts	Totals	Comments	Resolved	No.
					EXPENDITURE excluding VAT											
03/04/2023	St Peter's Church, Dudd	000013							-1,530.19				-1,530.19	Churchyard Grant refund to Church		
04/04/2023	HMRC PAYE	000011			-62.60								-62.60	PAYE Contribution for Tax Month 12		
11/04/2023	Interest											4.93	4.93	Bank Interest		
12/04/2023	CWaC											8,405.00	8,405.00	CWaC Precept Payment		
19/04/2023	CWaC											320.00	320.00	CWaC Ward Members Grant towards Coronation Grant		
28/04/2023	Mrs T Ryall-Harvey	000016			-250.47								-250.47	Clerk's Salary Tax Point 1		
													0.00			
													0.00			
													0.00			
Cheques													0.00			
	HMRC PAYE	000017			-62.40								-62.40	PAYE Contribution for Tax Month 1		
	ICO	000014						-40.00					-40.00	Data Protection Subscription		
	CHALC Subscription	000015						-158.73					-158.73	CHALC Annual Subscription		
													0.00			
													0.00			
													0.00			
													6,886.67			
TOTALS					**-375.47**	**0.00**	**0.00**	**-198.73**	**-1,530.19**	**0.00**	**0.00**	**8,729.93**				

RECONCILIATION				
Current Account	£8,474.53	**Year to date balance**		£6,886.67
Deposit Account	£19,269.08			
		Balance Brought Forward		£20,856.94
TOTAL	**£27,743.61**	**Balance**		£27,743.61
Less Uncleared Payments	-£261.13			
				£0.00
TOTAL	**£27,482.48**			
Monies held in Reserves			S137 Limit for 2023-24	£4,498.29
Earmarked for Playground Maintenance & Refurbishment	£5,000			
Earmarked for Repair of Safety Surfacing	£2,000			
Earmarked for Replacement Noticeboard	£2,000			
Earmarked for Community Projects	£2,000			
Earmarked for Kings Coronation/Jubilee Celebration	£881			
Earmarked for Wildflower Planting	£320			
1 years Precept	£7,383			
Unallocated Money	**£8,218**			

Clerk: *Trudy Ryall-Harvey*
Clerk

02/05/2023

Duddon and Burton Parish Council — OUT-TURN 2023-24 — Updated 02/05/2023

Budget Element			Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	2023-24 Actual	2023-24 Budget	Variance	Commentary
EXPENDITURE																		**Costs include VAT**
People & Expenses																		
Clerk's Salary			250	250	250	250	250	250	250	255	255	255	255	255	3,025	3,025	-0	
HMRC				127	65	65	65	65	65	65	65	65	65	65	777	780	3	
Expenses				100		100		100		100		100		100	600	600	0	Clerk expenses
Training				150		50			50			50		50	350	350	0	
Professional service																		
Insurance				1,109											1,109	1,109	0	3 year fixed cost deal (yr 2)
Internal Audit				50											50	50	0	
External Audit															0	0	0	No exteneral Audit Required
Payroll					29			29			29			49	136	136	0	
General Services																		
Website								125							125	125	0	
Bank Charges															0	0		
Election for 2023-24				548											548	548		If election contested
Village Hall Room Hire												150			150	150	0	
Admin																		
Membership/Subscriptions			159				8	6				40			213	208	-5	CHALC & SLCC & Mid Cheshire Footpath Society
Data Protection fee			40												40	35	-5	Move to Direct Debit
Grants																		
Village Hall															0	0	0	
Church Yard Grant (from CWaC)			1,530												1,530	1,600	70	Money received in from CWaC in March 2022
Projects																		
Village Enhancements														500	500	500	0	
Community Workshops								700	700						1,400	1,400		
Wildflower Projects										600					600	600		Funded by donations held in earmarked reserves
Playground Annual Inspection & Maintenance								500			200				700	700	0	£500 towards Playground maintenance, £200 towards inspections
Coronation Celebrations				1,000											1,000	1,000	0	
Ad Hoc Beneficial items (S137)									87						87	87	0	Lampost Poppies and Wreath
Inflation %		0.00%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Contingency % of above		0.00%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
TOTAL CASH OUT			**1,979**	**3,334**	**344**	**465**	**323**	**1,775**	**1,152**	**1,020**	**549**	**660**	**320**	**1,019**	**12,940**	**13,003**	**63**	

Budget Element			Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	2023-24 Actual	2023-24 Budget	Variance	Commentary
RECEIPTS																		
Precept	7926	1.00%	8,405												8,405	8,405	0	
Bank Interest															0	0	0	
Churchyard Grant supplied by CWaC														1,600	1,600	1,600		
VAT recovery															0	0	0	
CWAC contribution			320												320	0	-320	
Moneys used from Reserves								700	700	600				500	2,500	3,000	500	
Other															0	0	0	
TOTAL CASH IN			**8,725**	**0**	**0**	**0**	**0**	**700**	**700**	**600**	**0**	**0**	**0**	**2,100**	**12,825**	**13,005**	**180**	
Transaction Cash flow			6,746	-3,334	-344	-465	-323	-1,075	-452	-420	-549	-660	-320	1,081	-115	-6		
Cash in Bank	**20856**		**27,602**	**24,268**	**23,924**	**23,459**	**23,136**	**22,061**	**21,609**	**21,189**	**20,640**	**19,980**	**19,660**	**20,741**				**-115**
			Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar				

DUDDON AND BURTON PARISH COUNCIL

Bank Reconciliation to Cashbook 2023-24
Presented at Council Meeting 11th May 2023
Prepared by Trudy Ryall-Harvey

Balance shown on Cashbook	£27,482.48
Lloyds Bank Accounts as at 02/05/2023	
Current Account	£8,474.53
Deposit Account	£19,269.08
TOTAL	**£27,743.61**
Less: Unpresented Payments	-£261.13
TOTAL	**£27,482.48**
Reconciliation	**YES**

BUSINESS ACCOUNT [redacted]
DUDDON AND BURTON PARISH COUNCIL
£ 8,474.53 Current balance

BB INST ONLINE [redacted]
£ 19,269.08 Balance

Annual Inspection carried out at

Duddon Close Play Area, Duddon

on 14th December 2022

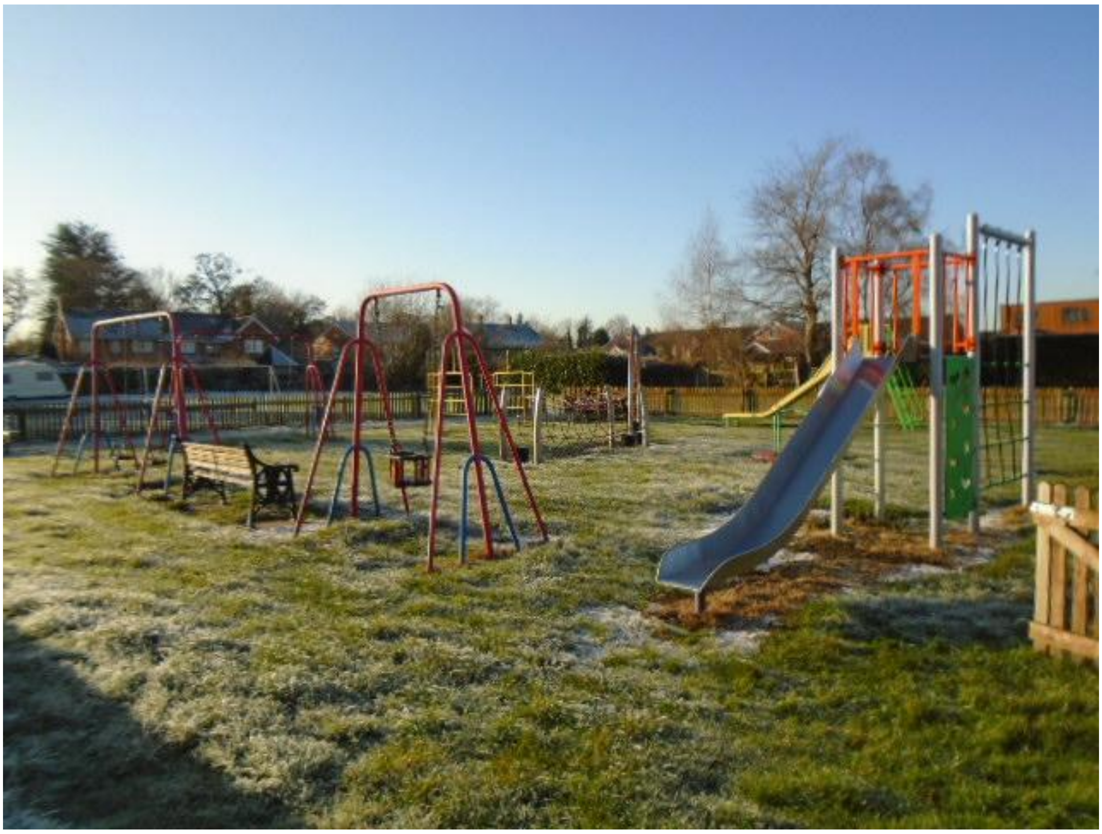
on behalf of Duddon and Burton PC

by

Alan Dymond, RPII Annual Inspector
(No. 1056A)

Name of Play Area: Duddon Close

Date: 14/12/2022 **Inspector:** AD



General Comments

The play area is a local sized facility, sited on open green at the back of residential housing. There have been no real changes to the site since last year's annual inspection.

Weather: Sunny **Time of Inspection:** 12:59

Design

The play area has been designed for children aged 2+.

The following have been inspected and found to be in good order:

Design Age
Minimum Space

Failures:

Orientation/Traffic (Movement) Clashes - 2 sets of flat swings run into each other – monitor.

The access gate to the slide chute on the new Junior Multi Play Unit – monitor. When open lies on the periphery of the fall space of the slide.

The Multi Play Unit to the adjacent cradle swing – monitor.

Ancillary Items

The following have been inspected and found to be in good order:

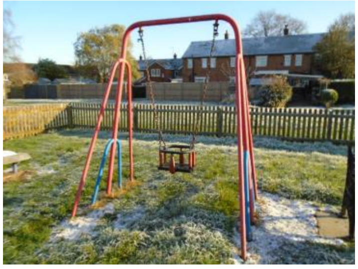
Access/Pathways
Cleanliness General Surfacing – Grass
Timber Fencing
Seats x 2
Litter Bin
Picnic Table
Ownership/Information Sign

Work required:

Access Gates x 2 – not self closing – catching on the surface – lower grass levels to alleviate.

Equipment

(1) Swing 2.0m High, 1 Bay/1 Seat (Cradle)



Unknown The item meets the requirements of BSEN 1176 where this may be tested on site without dismantling or destruction.

Bushes worn – replace.

Surfacing Grass Mats

The surfacing meets the dimensional requirements of BSEN 1176.

(2) Swing 2.0m High, 1 Bay/2 Seat (Flat)

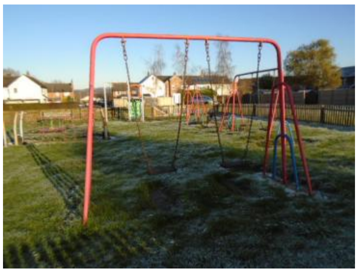
Unknown The item meets the requirements of BSEN 1176 where this may be tested on site without dismantling or destruction.

Bushes worn – replace.

Surfacing Grass Mats

The surfacing meets the dimensional requirements of BSEN 1176.

(3) Swing 2.0m High 1 Bay/2 Seat (Flat)



Unknown The item meets the requirements of BSEN 1176 where this may be tested on site without dismantling or destruction.

Bushes worn – replace.

Surfacing Grass Mats

The surfacing meets the dimensional requirements of BSEN 1176.

(4) Yellow Climbing Frame

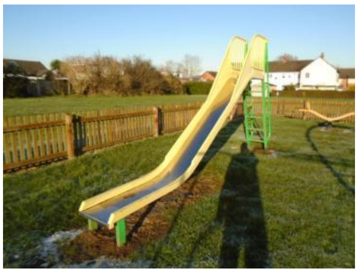
Unknown The item meets the requirements of BSEN 1176 where this may be tested on site without dismantling or destruction.

Rust/corrosion evident – rub down, treat and re-paint.

Surfacing Grass Mats

The surfacing meets the dimensional requirements of BSEN 1176.

(5) Slide



Record The item fails to meet the requirements of BSEN 1176 in the following respect:

Barrier spacing width is between 89-230mm - monitor.

Surfacing Grass Mats

The surfacing meets the dimensional requirements of BSEN 1176.

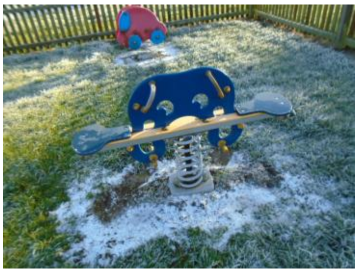
(6) Net Climber and Tunnel

RSS	The item meets the requirements of BSEN 1176 where this may be tested on site without dismantling or destruction.
	Rust evident - rub down, treat and re-paint.
	Rope is worn – steel cord exposed - tape up short term.
Surfacing	Grass Mats
	The surfacing meets the dimensional requirements of BSEN 1176.

(7) Gullwing Seesaw

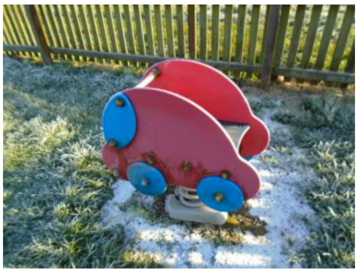
Record	The item meets the requirements of BSEN 1176 where this may be tested on site without dismantling or destruction.
	The item is in satisfactory condition and no work is required at this time.
Surfacing	Grass Mats
	The surfacing meets the dimensional requirements of BSEN 1176.

(8) Spring Seesaw



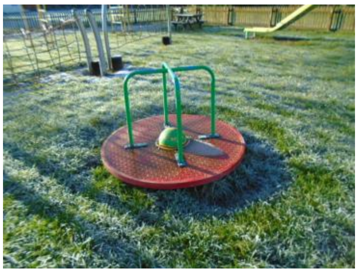
Ledon	The item fails to meet the requirements of BSEN 1176 in the following respect:
	Foot rests fail ring gauge test – end diameter less than 44mm – monitor.
Surfacing	Grass Mats
	The surfacing meets the dimensional requirements of BSEN 1176.

(9) Spring Rocker - Car



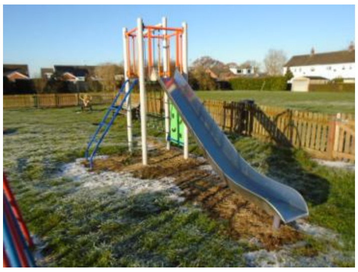
Ledon	The item meets the requirements of BSEN 1176 where this may be tested on site without dismantling or destruction.
	The item is in satisfactory condition and no work is required at this time.
Surfacing	Grass Mats
	The surfacing meets the dimensional requirements of BSEN 1176.

(10) Roundabout



Record	The item fails to meet the requirements of BSEN 1176 in the following respect:
	The ground clearance between the underside of the platform and surfacing is greater than 110mm - monitor.
Surfacing	Grass Mats
	The surfacing meets the dimensional requirements of BSEN 1176.

(11) Junior Multi Play Unit



Ludus Leisure	The item meets the requirements of BSEN 1176 where this may be tested on site without dismantling or destruction. The item is in good condition and no work is required at this time.
Surfacing	Grass Mats The surfacing meets the dimensional requirements of BSEN 1176.

Risk Assessment

Ancillary Items and Environmental/Other Hazards

Ancillary Item	Risk Score (Severity x Probability)	Comment	Action or Control
Seats	2 x 2 = 4 (Low)		See Report
Litter Bins	1 x 2 = 2 (Very Low)		See Report
Fencing	5 x 1 = 5 (Low)		See Report
Access Gates	2 x 2 = 4 (Low)		See Report
Ownership/Information Signs	1 x 2 = 2 (Low)		See Report
Access/Pathways	1 x 2 = 2 (Low)		See Report
Picnic Table	1 x 2 = 2 (Low)		See Report

Environmental/ Other Hazards	Risk Score (Severity x Probability)	Comment	Action or Control
Minimum Space	1 x 2 = 2 (Very Low)		See Report
Traffic (Movement) Clashes	3 x 2 = 6 (Low)		See Report
Design Defects	3 x 2 = 6 (Low)		See Report
Adjacent Roads	5 x 1 = 5 (Low)		See Report
Informal Supervision	1 x 2 = 2 (Very Low)		See Report
General Surfacing - Grass	1 x 2 = 2 (Low)		See Report

Equipment

No.	Equipment Item	Surfacing	Risk Score (Severity x Probability)	Action, Control or Comment
1	Swing (Cradle)	Grass Mats	2 x 2 = 4 (Low)	See Report
2	Swing (Flat)	Grass Mats	3 x 2 = 6 (Low)	See Report
3	Swing (Flat)	Grass Mats	3 x 2 = 6 (Low)	See Report
4	Climbing Frame	Grass Mats	3 x 2 = 6 (Low)	See Report

5	Slide	Grass Mats	3 x 2 = 6 (Low)	See Report
6	Net Climber and Tunnel	Grass Mats	2 x 2 = 4 (Low)	See Report
7	Gullwing Seesaw	Grass Mats	2 x 2 = 4 (Low)	See Report
8	Spring Seesaw	Grass Mats	2 x 2 = 4 (Low)	See Report
9	Spring Rocker	Grass Mats	1 x 2 = 2 (Very Low)	See Report
10	Roundabout	Grass Mats	3 x 2 = 6 (Low)	See Report
11	Junior Multi Play Unit	Grass Mats	3 x 2 = 6 (Low)	See Report

THE ASSESSED LEVEL OF RISK FOR THE PLAY AREA AT THE TIME OF THE INSPECTION IS – LOW.

DEVELOPMENT PROGRAMME

Initial Views

The play area is a local sized facility, sited on an enclosed recreational field. It provides reasonable play activity and value.

Proposals

Monitor, maintain and inspect.

Ensure any future development of the site in terms of equipment, ancillaries and access embraces the ethos of the DDA and allows accessibility for all.

Cost Implications (Ballpark Figures)

Low to medium

Duddon and Burton Parish Council Comments: