MEETING OF DUDDON AND BURTON PARISH COUNCIL

To the Members of Duddon and Burton Parish Council: You are hereby summoned to attend the next Parish Council Meeting on Monday 19th May 2025 to be held at Duddon, Clotton and District War Memorial Hall, immediately following the Parish Meeting scheduled to start at 7.00pm, for the transaction of the business set out below.

Signed *Trudy Ryall-Harvey.* Clerk
12/05/2025
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-Charman for 2025-26
2.	APOLOGIES	To receive any 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 mins 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 24th March 2025.
6.	PARISH COUNCIL BUSINESS	- To review the following policies and agree their adoption:- ▪ Privacy Policy ▪ Data Protection Policy ▪ Publication Scheme ▪ Training and Development Policy - To approve payments to be made throughout the year between meetings. - Approve the payment of Direct Debits for 2025-26. - To agree the dates for the Parish Council meeting for 2025-26.
7.	ANNUAL ACCOUNTS AND GOVERNANCE 2024-25	- To review the Summary of Accounts for 2024-25. - To agree the Certificate of Exemption for External Audit for 2024-25. - To review the Internal Audit Report for 2024-25. - To discuss and approve the Governance Statement for 2024-25. - To approve the Accounting Statement for 2024-25. - To approve the Notice of Public Rights and Publication of Annual Governance and Accountability Return.
8.	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
9.	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. To receive the Internal Auditor's report for 2024-25 and agree any actions. 5. To approve the payment of Parish Council Insurance for 2025-26. 6. To approve payments made and income received since last meeting.
10.	ENVIRONMENT	1. Playground – to discuss the proposal received from residents to replace the fencing around the Play Area.

		2. Gutters around Duddon – to discuss the opportunity to weedkiller the gutters of the roads around Duddon to see if this reduces the weeds and keeps the area tidier.
11.	CORRESPONDENCE	- Any other correspondence received since the last PC Meeting.
	DATE OF NEXT MEETING	To agree the date for the next meeting.

Minutes of Duddon and Burton Parish Council Meeting
at Duddon, Clotton & District Memorial Hall on Monday 24th March 2025 at 7.00pm

PRESENT:

Cllr C Cummins
Cllr G Goulbourne - Chairman
Cllr A Green
Cllr M Lightfoot
Cllr K Warburton

Members of the Public: 1
CLERK: Mrs T Ryall-Harvey

APOLOGIES FOR ABSENCE – No apologies were received.

DECLARATION OF PECUNIARY INTERESTS - No declarations were received.

PUBLIC PARTICIPATION
The Village Hall representative reported that remote heating had been installed, also the bookings clerk had resigned. Not heard anything about the application for solar panel funding from Shell. Two allotments are available from end of the month.

MINUTES OF THE MEETING
RESOLVED 24/039: That the minutes of the meeting held on 27th January 2025 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 12th March 2025.

It was noted that the following planning applications had been determined by the principle authority since the last meeting.

- 24/03426/LDC – The Beeches, Well Lane, Duddon CW6 0HG - Lawful Development Certificate for existing summerhouse in use for more than 10 years as ancillary residential accommodation to the main house – ***approved.***

It was reported that the following planning application had been received since the last meeting:-
- 25/00875/CAT - Laburnum Cottage Burton Road Burton Chester CW6 0ER - Walnut (T1) - Remove. Hawthorn (T2) and Magnolia (T3) - Crown reduce by 1m – the Parish Council had no objection but would like to see a native tree replaced within the curtilage of the property for every tree that is removed.

ACCOUNTS
Cashbook
RESOLVED 24/040: that the YTD Cashbook dated 12th March 2025 be approved and the Outturn against Budget be noted.

Bank Reconciliation
RESOLVED 24/041: that Cllr Lightfoot signs the Bank Reconciliation and Bank Statements.

Appointment of Internal Auditor
RESOLVED 24/042: that Mr P Sanders be appointed as Internal Auditor for Duddon and Burton Parish Council for 2024-25.

VAT Rebate

RESOLVED 24/043: that the Clerk submit the VAT Rebate claim for 2024-25 of £204.13

Payroll Provider

RESOLVED 24/044: that the Parish Council appoint Shires Accountancy as Payroll Provider for 2025-26. It was noted that the payroll fees for tax year 2025-26 were:-

Service	Cost
Payroll charges*	£10.00 plus VAT per staff member per month
Full Service (PAYE payments) **	Not applicable
Pension submissions	Not applicable
Pension delegate	Not applicable
P35	£34.00 plus VAT per year

Authorisation of Payments

RESOLVED 24/045: that the following income and expenses be approved:-

Income received since the last meeting for noting:		Gross Amount	Comment
09/02/2025	Lloyds Bank	£8.37	Bank Interest
10/03/2025	Lloyds Bank	£7.33	Bank Interest
27/01/2024	Skiptons	£27.17	Compound Interest
27/02/2025	Skiptons	£27.24	Compound Interest

Payments made since the last meeting for approval

Date	Payable to	Net Amount	Gross Amount	Comment
19/02/2025	Bank Charges	-£8.50	-£8.50	Bank Charges
19/03/2025	Bank Charges	-£8.50	-£8.50	Bank Charges
25/02/2025	Mrs T Ryall-Harvey	-£278.38	-£278.38	Salary Tax Month 11
28/02/2025	HMRC PAYE	-£69.60	-£69.60	Tax Month 11
12/03/2025	Duddon, Clotton & District War Memorial Hall	-£90.00	-£90.00	Hall Hire for 2024-25
12/03/2025	Mrs T Ryall-Harvey	-£27.87	-£27.87	Clerk's Expenses
28/03/2025	HMRC PAYE	-£69.60	-£69.60	Tax Month 12
25/03/2025	Mrs T Ryall-Harvey	-£278.38	-£278.38	Salary Tax Month 12

CORRESPONDENCE

CWaC Avian Influenzas Notification – this was circulated around the Parish Councillors and noted.

Cheshire and Warrington Devolution Factsheet- this was circulated around the Parish Councillors and noted.

Cheshire and Warrington Devolution Consultation- this was circulated around the Parish Councillors and it was agreed that at this time there was not sufficient information for the Parish Council to submit a response to this consultation.

Tarvin Educational Foundation – the notification that the Tarvin Educational Foundation Grants had been suspended due to the Foundation needing to undertake a review and update of it's constitution and operational arrangements was noted. Parish Councillors commented that they were not aware of this local foundation and the Clerk agreed to contact the organisation and double check if the villages of Duddon and Burton were covered.

West Cheshire Town and Parish Council Conference - it was noted that this event was taking place on Wednesday 30th April at the Portal Hotel, Tarporley between 5pm and 7.30pm and Parish Councillors were asked if they wished to attend.

Parking on Back Lane – it was reported that the Clerk had received an email from a resident in relation to parking on verges on Back Lane causing the corrosion of the grass and ruining the daffodils. The clerk had contact Cheshire West to see what their stance was on installing stakes on the damaged areas to discourage parking.

Speed Reduction on Tarporley Road, Duddon- it was reported that the Clerk had received information from a resident in relation to the MP's campaign for all school roads in her constituency to be reduced to 20mph, and this had now been backed by Cheshire West and Chester Council. The resident believed that the PCC had also provided extra funding for PCSOs for speeding, and hoped that this resource would ensure better traffic enforcement in our village. The Parish Council welcomed this information and looked forward to seeing the 20mph rolled out.

PARISH COUNCIL MATTERS

Asset Register

RESOLVED 24/046 to approve the Asset Register for 2025.

Risk Assessment

RESOLVED 24/047 to approve the Risk Assessment as circulated with the Parish Council papers for 2025.

Annual Report – it was **RESOLVED 24/048** to approve for presenting the Annual Report for 2024-25 that was presented at the meeting.

Standing Orders - it was **RESOLVED 24/049** to adopt the updated Standing Orders presented to the meeting.

DATE OF NEXT MEETING

The next meeting of Duddon and Burton Parish Council would be held on Monday 26th May 2025 at 7.00pm in the Duddon Clotton and District Memorial Hall.

Meeting finished: 19.23

Signed:………………………………………………………………………………. Dated: ……………………………………………….

DUDDON AND BURTON PARISH COUNCIL
Privacy Policy

Duddon and Burton Parish Council is an elected body representing the Parish residents. It accounts to Chester West and Chester Council by whom it is regulated. This privacy policy sets out how Duddon and Burton Parish Council uses and protect any information that you may give or Duddon and Burton Parish Council may obtain when you use our website.

Amendments to this policy.

Duddon and Burton Parish Council may change this privacy policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes that are made. Please note that changes in policy – in particular a change to permissible use of personal data – cannot be retrospective. If you submit personal information on the basis set out here Duddon and Burton Parish Council cannot legitimately use that information on a different basis simply by changing the terms of the policy.

If you have any questions about this privacy policy please write to us by email on the contact page.

Duddon and Burton Parish Council's Privacy Policy is set out in the following sections:

1. Types of information collected on this website
2. Using your personal information
3. Security of your personal information
4. Disclosure of your personal information
5. Your rights to review personal information
6. Use of cookies
7. Links to other websites.

1. Types of information collected on this website.

The following kinds of information may be collected on this site in order to better understand your needs and to provide you with a better service.

a. Information about your computer, your visits and your use of this website. This may include your computer's IP address, its geographical location, your browser type and version, your computer operating system, the referral source, the length of visit, the number of page views and your navigation of the website.
b. Information that you provide for the purpose of registering to use services on this website and/or in order to subscribe to our website services such as email notifications and newsletters.
c. Any other information that you specifically choose to send to Duddon and Burton Parish Council.

2. Using your personal information

Personal information submitted to Duddon and Burton Parish Council on this website will be used for the purposes specified in this privacy policy or in relevant parts of the website. If Duddon and Burton Parish Council should require personal information from you that could identify you as an individual Duddon and Burton Parish Council will do so openly and Duddon and Burton Parish Council will never pass your personal information to any third parties for the purpose of direct marketing without your express agreement and consent or under the terms set out below under 'Disclosure of your personal information'.

Duddon and Burton Parish Council may use the personal information held about you in order to:

a. Administer this website.
b. Personalise your browsing experience on this website.
c. Enable your use of the services available on this website.
d. Send email notifications which you have specifically requested.
e. Send you marketing communications such as newsletters and other communications where you have specifically agreed to this.
f. Provide third parties with statistical information provided this information does not in any way identify you as an individual user.
d. Deal with enquiries and complaints made by you and about you relating to this website.

If you submit personal information expressly for publication on this website, Duddon and Burton Parish Council reserves the right to publish and otherwise use that information in accordance with the license granted to Duddon and Burton Parish Council.

Duddon and Burton Parish Council will provide means for you to inform us at any time that you no longer require email or marketing communications.

3. Security of your personal information

Duddon and Burton Parish Council will store any personal information you provide on secure servers and will take all reasonable technical and organisational precautions to prevent any loss, misuse, disclosure or alteration of your personal information. Please note, however, that Duddon and Burton Parish Council cannot guarantee the security of data sent over the internet and that you are solely responsible for keeping your password and user details confidential.

4. Disclosure of your personal information

As provided in this privacy policy Duddon and Burton Parish Council will not knowingly disclose any information held about you to a third party EXCEPT in the following circumstances:

a. Where required to do so by law.
b. In connection with any legal proceedings or prospective legal proceedings.
c. In order to establish, exercise or defend Duddon and Burton Parish Council's legal rights.

d. At the request of a purchaser, or prospective purchaser, of any business or asset which Duddon and Burton Parish Council is offering for sale.
e. To any person or organisation Duddon and Burton Parish Council may reasonably believe may apply to a court or other authority for disclosure of that personal information where, in Duddon and Burton Parish Council's reasonable opinion, such court or authority would be reasonably likely to order its disclosure.

5. Your rights to review personal information

Under the General Data Protection Regulation (GDPR) 2018, you may request details of personal information Duddon and Burton Parish Council holds about you. Duddon and Burton Parish Council will provide you with any personal information held about you subject to:

f. The provision of reliable evidence of your identity.
g. The payment of a fee to cover administration costs.

Please note that Duddon and Burton Parish Council may withhold your personal information, if necessary, to the extent permitted by law.

If you believe that any information Duddon and Burton Parish Council holds about you is incorrect or incomplete, please contact us as soon as possible.

6. Use of cookies

Certain areas of this website may use cookies. These cookies are small text files that are stored on your computer when you visit this website. Most major websites use cookies. Cookies help Duddon and Burton Parish Council to track your use of the site, help you to resume where you left off, remember your registration logins, preferences and other customization functions and can be used to help show content that better matches your interests.

Cookies cannot be used to reveal your identity or any personal identifying information. By using this website, you are agreeing to this policy and you consent to our use of cookies in accordance with the terms of this policy. If you wish to use this site but do not wish to accept cookies used by Duddon and Burton Parish Council you can do so by adjusting your browser settings. Independent advice on managing cookies in your browser can be found at www.allaboutcookies.org/ Please note that if you try to use this website without accepting cookies that some parts of this website may not function correctly. If you accept Duddon and Burton Parish Council cookies, your experience of this website will be much improved and your choices and preferences can be saved for when you visit the site again.

This website may use 'session' cookies, 'persistent' cookies and 'third-party' cookies including 'Google cookies'.

a. Session cookies

Session cookies enable Duddon and Burton Parish Council to track your use of this website as you navigate the pages. Session cookies are automatically deleted from your computer when you close your browser.

b. Persistent cookies

Persistent cookies enable Duddon and Burton Parish Council to recognise you when you make a return visit and may be used to register any preferences set on previous visits. Persistent cookies will remain stored on your computer until they are deleted or until they reach a specified expiry date.

c. Third-party cookies

Merchant suppliers and affiliate companies that feature on this website may add their own cookies when you clink on their links to visit their website. We will alert you when this is about to happen. Please note that Duddon and Burton Parish Council's privacy policy will not apply when you leave their website. Other companies will have their own privacy policies on the use of cookies and, if you have any concerns, you should check the privacy policy of the relevant website.

d. Google cookies

Duddon and Burton Parish Council may use Google Analytics to analyse the use of this website, Google Analytics generate statistical and other information through cookies stored on your computer when you use this website. The information generated is used to create reports on website use and is stored by Google.

Google's privacy policy is available at www.google.com/privacypolicy.html. You can view, delete or add interest categories associated with your browser using Google's Ads Preference Manager, available at www.google.com/ads/preferences/. Please note this opt-out mechanism itself uses a cookie so, if you clear the cookies from your browser, your opt-out will not be maintained and you will have to reset your Google opt-out cookie. To ensure your opt-out is maintained you can use the Google browser plug-in available at www.google.com/ads/preferences/plugin.

6. Links to other websites.

This website may contain links to other websites. Please note that Duddon and Burton Parish Council has no control over other websites and Duddon and Burton Parish Council cannot be held responsible for the protection and privacy of any information which you provide whilst visiting such sites. Third-party websites will not be governed by this privacy policy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Website terms & conditions

Please note these Terms and Conditions ("Terms"), last updated October 2019.

Welcome to our Website

This is the official Website of Duddon and Burton Parish Council (PC) ("we" or "us" or "our"). By accessing this Website, you shall be deemed to have fully accepted these Terms.

1. **Who are we?**

Duddon and Burton Parish Council is the elected body representing the Parish residents. It accounts to Cheshire West and Chester Council by whom it is regulated.

2. **Will these terms or the Website change?**

We may change these Terms by changing this page at any time. We may change our Website at any time.

3. **What happens to my content?**

Your personal information is covered under our Privacy Policy and Cookie Policy. Please take a moment to read these documents.

4. **Can I copy parts of the Website for my records?**

You may only copy or store the Website to access the information or any services we provide. You may produce print-outs of the Website for your own personal and non-commercial use. Unless otherwise stated, we (or any information providers accessed via the website) own the copyright, trademarks and other intellectual property rights in the Website.

5. **Can I link to and from the Website?**

You may link to our Website, as long as you do not replicate the home page of the Website. Also, you must not:

a. remove, distort or otherwise alter the size or appearance of any images or logos;
b. create a frame or any other browser or border environment around the Website;
c. in any way imply that we are endorsing any offerings other than our own;

How to contact us

If you have any questions about our privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Email us at: duddonandburtonparishcouncil@gmail.com

Call us: 07784 486 767

Adopted:
Next review date: May 2026

National Association of Local Councils

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DUDDON AND BURTON PARISH COUNCIL

DATA PROTECTION POLICY

Purpose

The council is committed to being transparent about how it collects and uses the personal data of staff, and to meeting our data protection obligations. This policy sets out the council's commitment to data protection, and your rights and obligations in relation to personal data in line with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA).

This policy applies to the personal data of current and former job applicants, employees, workers, contractors, and former employees, referred to as HR-related personal data. This policy does not apply to the personal data relating to members of the public or other personal data processed for council business.

The council has appointed the Clerk/RFO as the person with responsibility for data protection compliance within the council. Questions about this policy, or requests for further information, should be directed to them.

Definitions

"Personal data" is any information that relates to a living person who can be identified from that data (a 'data subject') on its own, or when taken together with other information. It includes both automated personal data and manual filing systems where personal data are accessible according to specific criteria. It does not include anonymised data.

"Processing" is any use that is made of data, including collecting, recording, organising, consulting, storing, amending, disclosing or destroying it.

"Special categories of personal data" means information about an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life or sexual orientation and genetic or biometric data as well as criminal convictions and offences.

"Criminal records data" means information about an individual's criminal convictions and offences, and information relating to criminal allegations and proceedings.

Data protection principles

The council processes HR-related personal data in accordance with the following data protection principles the council:

- processes personal data lawfully, fairly and in a transparent manner
- collects personal data only for specified, explicit and legitimate purposes
- processes personal data only where it is adequate, relevant and limited to what is necessary for the purposes of processing

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- keeps accurate personal data and takes all reasonable steps to ensure that inaccurate personal data is rectified or deleted without delay
- keeps personal data only for the period necessary for processing
- adopts appropriate measures to make sure that personal data is secure, and protected against unauthorised or unlawful processing, and accidental loss, destruction or damage

The council will tell you of the personal data it processes, the reasons for processing your personal data, how we use such data, how long we retain the data, and the legal basis for processing in our privacy notices.

The council will not use your personal data for an unrelated purpose without telling you about it and the legal basis that we intend to rely on for processing it. The council will not process your personal data if it does not have a legal basis for processing.

The council keeps a record of our processing activities in respect of HR-related personal data in accordance with the requirements of the General Data Protection Regulation (GDPR).

Processing

<u>Personal data</u>

The council will process your personal data (that is not classed as special categories of personal data) for one or more of the following reasons:

- it is necessary for the performance of a contract, e.g., your contract of employment (or services); and/or
- it is necessary to comply with any legal obligation; and/or
- it is necessary for the council's legitimate interests (or for the legitimate interests of a third party), unless there is a good reason to protect your personal data which overrides those legitimate interests; and/or
- it is necessary to protect the vital interests of a data subject or another person; and/or
- it is necessary for the performance if a task carried out in the public interest or in the exercise of official authority vested in the controller.

If the council processes your personal data (excluding special categories of personal data) in line with one of the above bases, it does not require your consent. Otherwise, the council is required to gain your consent to process your personal data. If the council asks for your consent to process personal data, then we will explain the reason for the request. You do not need to consent or can withdraw consent later.

The council will not use your personal data for an unrelated purpose without telling you about it and the legal basis that we intend to rely on for processing it.

Personal data gathered during the employment is held in your personnel file in hard copy and electronic format on HR and IT systems and servers. The periods for which the council holds your HR-related personal data are contained in our privacy notices to individuals.

Sometimes the council will share your personal data with contractors and agents to carry out our obligations under a contract with the individual or for our legitimate interests. We require those individuals or companies to keep your personal data confidential and secure and to protect it in accordance with Data Protection law and our policies. They are only permitted to process that data for the lawful purpose for which it has been shared and in accordance with our instructions.

The council will update HR-related personal data promptly if you advise that your information has changed or is inaccurate. You may be required to provide documentary evidence in some circumstances.

The council keeps a record of our processing activities in respect of HR-related personal data in accordance with the requirements of the General Data Protection Regulation (GDPR).

Special categories of data

The council will only process special categories of your personal data (see above) on the following basis in accordance with legislation:

- where it is necessary for carrying out rights and obligations under employment law or a collective agreement;
- where it is necessary to protect your vital interests or those of another person where you are physically or legally incapable of giving consent;
- where you have made the data public;
- where it is necessary for the establishment, exercise or defence of legal claims;
- where it is necessary for the purposes of occupational medicine or for the assessment of your working capacity;
- where it is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided the processing relates to only members or former members provided there is no disclosure to a third party without consent;
- where it is necessary for reasons for substantial public interest on the basis of law which is proportionate to the aim pursued and which contains appropriate safeguards;
- where is it necessary for reasons of public interest in the area of public health; and
- where is it necessary for archiving purposes in the public interest or scientific and historical research purposes.

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If the council processes special categories of your personal data in line with one of the above bases, it does not require your consent. In other cases, the council is required to gain your consent to process your special categories of personal data. If the council asks for your consent to process a special category of personal data, then we will explain the reason for the request. You do not have to consent or can withdraw consent later.

Individual rights

As a data subject, you have a number of rights in relation to your personal data.

Subject access requests

You have the right to make a subject access request. If you make a subject access request, the council will tell you:

- whether or not your data is processed and if so why, the categories of personal data concerned and the source of the data if it is not collected from yourself;
- to whom your data is or may be disclosed, including to recipients located outside the European Economic Area (EEA) and the safeguards that apply to such transfers;
- for how long your personal data is stored (or how that period is decided);
- your rights to rectification or erasure of data, or to restrict or object to processing;
- your right to complain to the Information Commissioner if you think the council has failed to comply with your data protection rights; and
- whether or not the council carries out automated decision-making and the logic involved in any such decision-making.

The council will also provide you with a copy of your personal data undergoing processing. This will normally be in electronic form if you have made a request electronically, unless you agree otherwise.

If you want additional copies, the council may charge a fee, which will be based on the administrative cost to the council of providing the additional copies.

To make a subject access request, you should send the request to the Clerk or Chairman of the Council. In some cases, the council may need to ask for proof of identification before the request can be processed. The council will inform you if we need to verify your identity and the documents we require.

The council will normally respond to a request within a period of one month from the date it is received. Where the council processes large amounts of your data, this may not be possible within one month. The council will write to you within one month of receiving the original request to tell you if this is the case.

If a subject access request is manifestly unfounded or excessive, the council is not obliged to comply with it. Alternatively, the council can agree to respond but will charge a fee, which will be based on the administrative cost of responding to the request. A subject access request is likely to be manifestly unfounded or excessive where it repeats a request to which the council has already responded. If you submit a request that is unfounded or excessive, the council will notify you that this is the case and whether or not we will respond to it.

Other rights

You have a number of other rights in relation to your personal data. You can require the council to:

- rectify inaccurate data;
- stop processing or erase data that is no longer necessary for the purposes of processing;
- stop processing or erase data if your interests override the council's legitimate grounds for processing data (where the council relies on our legitimate interests as a reason for processing data);
- stop processing or erase data if processing is unlawful; and
- stop processing data for a period if data is inaccurate or if there is a dispute about whether or not your interests override the council's legitimate grounds for processing data.
- complain to the Information Commissioner. You can do this by contacting the Information Commissioner's Office directly. Full contact details including a helpline number can be found on the Information Commissioner's Office website (www.ico.org.uk).

To ask the council to take any of these steps, you should send the request to the Clerk or Chairman of the Council.

Data security

The council takes the security of HR-related personal data seriously. The council has internal policies and controls in place to protect personal data against loss, accidental destruction, misuse or disclosure, and to ensure that data is not accessed, except by employees in the proper performance of their duties.

Where the council engages third parties to process personal data on our behalf, such parties do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

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Data breaches

The council have robust measures in place to minimise and prevent data breaches from taking place. Should a breach of personal data occur the council must take notes and keep evidence of that breach.

If you are aware of a data breach you must contact the Clerk or Chairman of the Council immediately and keep any evidence, you have in relation to the breach.

If the council discovers that there has been a breach of HR-related personal data that poses a risk to the rights and freedoms of yourself, we will report it to the Information Commissioner within 72 hours of discovery. The council will record all data breaches regardless of their effect.

If the breach is likely to result in a high risk to the rights and freedoms of individuals, we will tell you that there has been a breach and provide you with information about its likely consequences and the mitigation measures we have taken.

International data transfers

The council will not transfer HR-related personal data to countries outside the EEA.

Individual responsibilities

You are responsible for helping the council keep your personal data up to date. You should let the council know if data provided to the council changes, for example if you move to a new house or change your bank details.

Everyone who works for, or on behalf of, the council has some responsibility for ensuring data is collected, stored and handled appropriately, in line with the council's policies.

You may have access to the personal data of other individuals and of members of the public in the course of your work with the council. Where this is the case, the council relies on you to help meet our data protection obligations to staff and members of the public. Individuals who have access to personal data are required:

- to access only data that you have authority to access and only for authorised purposes;
- not to disclose data except to individuals (whether inside or outside the council) who have appropriate authorisation;
- to keep data secure (for example by complying with rules on access to premises, computer access, including password protection, locking computer screens when away from desk, and secure file storage and destruction including locking drawers and cabinets, not leaving documents on desk whilst unattended);

- not to remove personal data, or devices containing or that can be used to access personal data, from the council's premises without prior authorisation and without adopting appropriate security measures (such as encryption or password protection) to secure the data and the device; and
- not to store personal data on local drives or on personal devices that are used for work purposes.
- to never transfer personal data outside the European Economic Area except in compliance with the law and with express authorisation from the Clerk or Chair of the Council
- to ask for help from the council's data protection lead if unsure about data protection or if you notice a potential breach or any areas of data protection or security that can be improved upon.

Failing to observe these requirements may amount to a disciplinary offence, which will be dealt with under the council's disciplinary procedure. Significant or deliberate breaches of this policy, such as accessing personal data without authorisation or a legitimate reason to do so or concealing or destroying personal data as part of a subject access request, may constitute gross misconduct and could lead to dismissal without notice.

Training

The council provides training to all individuals about their data protection responsibilities.

If your roles require you to have regular access to personal data, or you are responsible for implementing this policy or responding to subject access requests under this policy, you will receive additional training to help you understand your duties and how to comply with them.]

This is a non-contractual policy and procedure which will be reviewed from time to time.

Adoption date:

Date for next review:

DUDDON AND BURTON PARISH COUNCIL
Publication Scheme

INTROUCTION

This publication scheme commits the Council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the Council.

Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits the Council to:

- proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.

- specify the information which is held by the authority and falls within the classifications below.

- proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.

- produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.

- review and update on a regular basis the information the authority makes available under this scheme.

- produce a schedule of any fees charged for access to information which is made proactively available.

- make this publication scheme available to the public.

- publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.
  The term ‘dataset’ is defined in section 11(5) of the Freedom of Information Act.
  The term ‘relevant copyright work’ is defined in section 19(8) of that Act.

CLASSES OF INFORMATION

Class One - Who we are and what we do. Organisational information, locations and contacts, constitutional and legal governance.

Class Two - **What we spend and how we spend it**. Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

Class Three - **What our priorities are and how we are doing**. Strategy and performance information, plans, assessments, inspections and reviews.

Class Four - **How we make decisions.** Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Class Five - **Our policies and procedures**. Current written protocols for delivering our functions and responsibilities.

Class Six - **Lists and registers.** Information held in registers required by law and other lists and registers relating to the functions of the authority.

Class Seven - The services we offer. Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

THE METHOD BY WHICH INFORMATION PUBLISHED UNDER THIS SCHEME WILL BE MADE

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

CHARGES WHICH MAY BE MADE FOR INFORMATION PUBLISHED UNDER THIS SCHEME

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

WRITTEN REQUESTS

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

CONTACT DETAILS

If you require a paper version of any information or want to ask whether information is available, please contact the council by telephone, email or letter. Contact details are set out below.

Tel: 07784 486 767
Address: 76 Oaklea Avenue, Hoole Chester CH2 3RE
email: duddonandburtonparishcouncil@gmail.com

Alternatively, you can visit our website https://duddonandburtonpc.co.uk/

Approved: May 2025
Next Review Date: May 2027

ANNEX 1 – Published Information

Information to be Published	Where Information can be obtained	Cost (hard copy only)
Class 1 – who we are and what we do *(Organisational information, structures, locations and contacts)*		
Contact details for Parish Clerk and Council Members	Website https://duddonandburtonpc.co.uk/meet-your-councillors/	NIL
Who's who on the Council and its Committees	Website https://duddonandburtonpc.co.uk/meet-your-councillors/	NIL
Class 2 – What we spend and how we spend it *(Financial information relating to projected and actual income and expenditure, procurement,contracts and financial audit)*		
Annual return form and report by auditor	Website https://duddonandburtonpc.co.uk/finances/	NIL
Finalised budget	Website https://duddonandburtonpc.co.uk/finances/	NIL
Precept	Website https://duddonandburtonpc.co.uk/finances/	NIL
Financial Standing Orders and Regulations	Website https://duddonandburtonpc.co.uk/policies/	NIL
Grants given and received	Website https://duddonandburtonpc.co.uk/agenda-and-minutes-2023-24/	NIL
List of current contracts awarded and value of contract	Hard Copy	NIL
Members' Allowances and expenses	Hard Copy / electronic	NIL
Class 3 – What our priorities are and how we are doing *(Strategies and plans, performance indicators, audits, inspections and reviews)*		
Strategies and plans, performance indicators, audits, inspections and reviews, current and previousyear as a minimum		
Annual Parish Meeting Report	Website https://duddonandburtonpc.co.uk/agenda-and-minutes-2023-24/	NIL
Action Plan	Website https://duddonandburtonpc.co.uk/finances/	NIL
Annual Report	Website https://duddonandburtonpc.co.uk/policies/	NIL
Class 4 – How we make decisions *(Decision making process and records of decisions)*		
Timetable of meetings	Website https://duddonandburtonpc.co.uk/	NIL
Agendas of meetings	Website https://duddonandburtonpc.co.uk/agenda-and-minutes-2023-24/ Published on Parish Council noticeboard 3 clear days prior to the meeting	NIL
Minutes of meetings	Website https://duddonandburtonpc.co.uk/agenda-and-minutes-2023-24/	
Reports presented to council meetings – **NB** this will exclude information that is properly	Website https://duddonandburtonpc.co.uk/agenda-and-minutes-2023-24/	NIL

regardedas private to the meeting.		
Responses to Consultations papers	Website https://duddonandburtonpc.co.uk/agenda-and-minutes-2023-24/	NIL
Response to planning applications	Website https://duddonandburtonpc.co.uk/agenda-and-minutes-2023-24/ All comments can be viewed at https://pa.cheshirewestandchester.gov.uk/online-applications/	NIL
Class 5 – Our Polices and procedures (*Current written protocols, policies and procedures for delivering our services and responsibilities)*		
Policies and procedures for the conduct of council business: Procedural standing orders, Committeeand sub-committee terms of reference, Delegated authority in respect of officers, Code of Conduct, Policy statements	Website https://duddonandburtonpc.co.uk/policies/	NIL
Policies and procedures for the provision of services and about the employment of staff: Equal opportunities policy, Health and safety policy, Complaints procedures (including those coveringrequests for information and operating the publication scheme)	Website https://duddonandburtonpc.co.uk/policies/	NIL
Schedule of charges (for the publication of information)	Website https://duddonandburtonpc.co.uk/policies/	NIL
Class 6 – Lists and Registers		
Assets register	Website https://duddonandburtonpc.co.uk/finances/	NIL
Register of members' interests	Website https://duddonandburtonpc.co.uk/meet-your-councillors/	NIL
Register of gifts and hospitality	Hardcopy / Inspection	NIL
Class 7 – The services we offer *(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)*		
Street Furniture, seats etc	See Asset Register Website https://duddonandburtonpc.co.uk/finances/	NIL

DUDDON AND BURTON PARISH COUNCIL

TRAINING AND DEVELOPMENT POLICY

Purpose and Scope

Duddon and Burton Parish Council is committed to training both Councillors and Employees. The Council recognises that well trained and informed Councillors and Employees promote good practice within the Council.

The purpose of this policy is to set out the Council's position on the provision of training and development opportunities for Councillors, staff and volunteers. It applies to all staff, employees and volunteers whether full or part time, temporary or fixed term, employed or undertaking work on a voluntary basis.

Identifying, Meeting and Evaluating Training and Development Needs

The Parish Council will identify training needs in the light of the overall objectives of the Council and the requirements of individuals. This will be done by means of staff appraisals, surveys, formal and information discussions as well as other methods as appropriate.

Learning and development needs may also be identified as a result of the following:

- Requirements and changes in legislation.
- New or revised qualifications becoming available
- Accidents or near misses
- Professional error
- New working methods and best practices
- Complaints to the Council
- Devolved services/ delivery of new services

The Parish Council will encourage its employees and all of its Councillors to attend training events and pay expenses arising from such training, where possible in-house training sessions will be organised.

The training offered to its Clerk will be no less than the minimum requirement of Continuous Professional Development required by the Institute of Society of Local Council Clerks.

The Parish Council is committed to networking with other councils, as it sees this as an effective means of information gathering, and where possible to link in with training /events held by other councils.

The Parish Council will ensure that training for both employees and Councillors is adequately covered as an item in the annual budget.

The policy will be reviewed regularly and will be adopted by all Councillors following each ordinary election to show their commitment to training.

Resources

The following resources are available online for Councillors and staff to access:

Good Councillors Guide 2024
https://www.nalc.gov.uk/library/publications/4076-the-good-councillor-s-guide-2024/file

Duddon and Burton Parish Council information:

Standing Orders, Code of Conduct & Policies - https://duddonandburtonpc.co.uk/policies/

List of Councillors and contact details - https://duddonandburtonpc.co.uk/meet-your-councillors/

Meeting Agenda and Minutes - https://duddonandburtonpc.co.uk/agenda-and-minutes-2023-24/

The Council will also seek to join professional bodies which can provide help and support and is currently a member of the Society of Local Council Clerks (SLCC) and Cheshire Association of Local Councils (CHALC)

Date of policy: May 2025
Approving committee: Duddon and Burton Parish Council
Date for next review: May 2027

DUDDON AND BURTON PARISH COUNCIL

POLICIES

Policies	Date Adopted	Date Last Reviewed	Date Next Reviewed
Accessibility Policy	23-01-2023	May 2024	Sept 2025
Code of Conduct	05-05-2022	May 2024	May 2027
Complaints Procedure	23-01-2023	May 2024	Sept 2025
Disciplinary Procedure	22-09-2022	May 2024	July 2025
Equality and Diversity Policy	22-09-2022	May 2024	July 2025
Financial Regulations	July 2024		May 2027
General Risk Management	14-07-2022	Mar 2025	Mar 2026
Grievance Procedure	22-09-2022	May 2024	July 2025
Health and Safety Policy	14-07-2022	May 2024	Sept 2025
Information & Data Protection Policy	22-09-2022	May 2025	May 2026
Planning Committee Terms of Reference and Delegated Powers	14-07-2022	May 2024	May 2027
Privacy Policy	27-08-2020	May 2025	May 2026
Publication Scheme	May 2025		May 2027
Reserves Policy	14-07-2022	May 2024	Jan 2026
Risk Management Strategy	14-07-2022	Mar 2025	Mar 2026
Scheme of Delegations	22-09-2022	May 2024	Jan 2026
Standing Orders	Mar 2025		May 2027
Training and Development Policy	May 2025		May 2027

DUDDON AND BURTON PARISH COUNCIL

Items for Approval to pay between meetings throughout the year

Item	Frequency
Staff Costs	Monthly
Insurance	Annually
Internal & External Audits	Monthly
Payroll	Quarterly
Website Subscriptions	Annually
Bank Charges	Monthly
Village Hall/Room Hire	Quarterly
Membership & Subscriptions	Annually
Admin Expenses	B-monthly
Training	Monthly
Churchyard Grant (Supplied by CWaC)	Annually
Other Grants	Annually
Village Enhancements	Quarterly
Village Maintenance	Annually
Community Events	Annually
Playground Annual Inspection & Mainten	Annually
Ad Hoc Beneficial items (S137)	As required

DUDDON AND BURTON PARISH COUNCIL

MEETINGS 2025-26:

Monday 21st July, 2025 at 7.00pm

Monday 22nd September, 2025 at 7.00pm

Monday 24th November, 2025 at 7.00pm

Monday 26th January, 2026 at 7.00pm

Monday 23rd March, 2026 at 7.00pm & Parish Meeting

Monday 25th May, 2026 at 7.00pm (Annual Meeting)

Extraordinary meetings are called as required and will be advertised on the Notice Board.

Meeting are held in Duddon Village Hall, CW6 0HD unless otherwise advertised on Agenda

Email: duddonandburtonparishcouncil@gmail.com

Duddon & Burton Parish Council

Clerk & RFO - Trudy Ryall-Harvey from 1st April 2024 - 31st March 2025
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 2024-25
Geoff Goulbourne
Contact Number: 01829 781 433

CASH BOOK

Balance brought forward	£19,881
PLUS: Receipts	£9,925
LESS: Payments	-£6,928
	£22,878

BANK

Lloyds Current Account	£2,949
Lloyds Deposit Account	£9,565
Skipton's Community Savers Account	£10,365
	£22,878

General Power of Competence: The Council adopted the General Power of Competence at their Annual Meeting on 11th May 2023, Resolution 23/004, page 16 of the Minutes Book.

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

	2023-24 £	2024-25 £	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	20,857	19,881				Explanation of % variance from PY opening balance not required - Balance brought forward does not agree, query this	
2 Precept or Rates and Levies	8,405	8,825	420	5.00%	NO		
3 Total Other Receipts	3,630	1,100	-2,530	70%	YES		**Decrease of £2,530 due to the following:-** Decrease in payment received: - £320 - Ward Councillors Contributions - £1,525 - Cheshire West and Chester Churchyard Grant - £419 - Other - £497.65 - VAT Rebate **TOTAL - £2,762** Increases in payments received: + £232 - Bank Interest **TOTAL + £232**
4 Staff Costs	4,015	4,132	117	2.92%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	8,996	2,796	-6,200	68.92%	YES		**Decrease of £6,200 due to the following:-** Decrease in payments made: - £189 - General Services - £70 - Admin and Expenses - £4,207 - Grants - £2,176 - Projects **TOTAL - £6,642** Increase in payments made: + £112 - VAT Rebate + £329 - Professional Services **TOTAL + £441**
7 Balances Carried Forward	19,881	22,878				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	19,881	22,878				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	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	7,500		Refurbishment of Playground Equipment	
Reserve 2	2,000		Replacement Noticeboard	
Reserve 3	2,500		Repair of Safety Surfacing	
Reserve 4	924		Community Projects & Wildflower Planting	
Reserve 5	320		Wildflower Planting - CWaC	
Reserve 6	652		Churchyard Grant for paying in April 2025	
		13,896		
General reserve	8,982		up to one years precept to be kept in general reserve.	
		8,982		
Total reserves (must agree to Box 7)				**22,878**

Duddon and Burton Parish Council — **OUT-TURN 2024-25** — **Updated 01/04/2025**

Budget Element			Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Actual 2024-25	Budget 2024-25	Variance	Commentary
EXPENDITURE																		Costs include VAT
People																		
Staff Costs			330	330	330	330	330	330	330	429	348	348	348	348	4,132	4,028	-104	
Professional service																		
Insurance					900										900	1,109	209	3 year fixed cost deal (yr 2)
Internal Audit			57												57	50	-7	
External Audit															0	0	0	No exteneral Audit Required
Payroll			65						103			18			186	170	-16	
General Services																		
Website								57							57	90	33	
Election for 2023-24															0	0	0	No election for 2024
Bank Service Charge				1.7	7	7	7	7	7	7	8.50	8.50	8.50	8.50	78	0	-78	
Village Hall Room Hire														90	90	120	30	
Admin																		
Membership/Subscriptions			229							38					267	292	25	CHALC & SLCC & Mid Cheshire Footpath Society
Expenses				53		49		34		59		96		28	317	600	283	Clerk expenses
Training				54		31				26		72			183	200	17	
Data Protection fee				35											35	40	5	Move to Direct Debit
Grants																		
Village Hall															0	0	0	
Church Yard Grant (from CWaC)															0	1,600	1,600	Money received in from CWaC in March 2022
Other Grants															0	500	500	
Projects																		
Village Enhancements															0	310	310	
Village Maintenance															0	1,500	1,500	
Community Events															0	500		
Playground Annual Inspection & Maintenance				18				114	468						600	310	-290	£500 towards Playground maintenance, £200 towards inspections
Ad Hoc Beneficial items										25					25	0	-25	Lampost Poppies and Wreath
Inflation %		2.00%													0	228	228	
Contingency % of above		1.00%													0	114	114	
TOTAL CASH OUT			681	491	1,237	417	337	542	908	584	356	542	356	474	6,928	11,762	4,834	
RECEIPTS																		
Precept			8,825												8,825	8,825	0	
Bank Interest - Lloyds		1.00%	9.77	10.12	10.80	9.80	9.40	8.08	7.82	8.61	7.31	8.10	8	7	106	264	-158	
Bank Interest - Skiptons	3.59%	3.11%	30.56	29.66	30.74	29.84	30.98	29.28	28.09	29.11	26.98	27	27	23	343	0	343	
Churchyard Grant supplied by CWaC														651	651	1,600	-949	
VAT recovery															0	70	-70	
CWAC contribution															0	0	0	
Moneys used from Reserves															0	1,000	-1,000	
Other															0	0	0	
TOTAL CASH IN			8,865	40	42	40	40	37	36	38	34	35	36	682	9,925	11,759	1,834	
Transaction Cash flow			8,184	-452	-1,196	-377	-297	-505	-872	-546	-322	-507	-321	207	2,997	-6		
Cash in Bank	19881		28,066	27,614	26,418	26,041	25,744	25,239	24,367	23,821	23,498	22,991	22,671	22,878				2,997
			Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar				

DUDDON AND BURTON PARISH COUNCIL CASHBOOK - FINANCIAL TRANSACTIONS 2024-25

STATEMENT DATE	Description	Power	PN	People	Professional Services	General Services	Admin	Grants	Projects	VAT	Receipts	Totals	Comments	Resolved	No.
				EXPENDITURE excluding VAT											
09/04/2024	Interest (Gross)		35								9.77	9.77	Bank Interest	24/014	1
10/04/2024	Cheshire West and Cheste		35								8,825.00	8,825.00	Annual Precept Payment	24/014	2
19/04/2024	Cheshire Association of Lo		35				-161.12					-161.12	CHALC Annual Affiliation Fees	24/014	3
19/04/2024	Mid-Cheshire Footpaths		35				-8.00					-8.00	Annual Subscription Fees	24/014	4
19/04/2024	Phil Sanders		35		-57.00							-57.00	Annual Internal Auditor	24/014	5
19/04/2024	PQR Limited		35		-54.00					-10.80		-64.80	Payroll Provision Apr - Oct 2024	24/014	6
25/04/2024	Mrs T Ryall-Harvey		35	-264.20								-264.20	Clerk's Salary Tax Month 1	24/014	7
27/04/2024	Skiptons		35								30.56	30.56	Compound Interest	24/014	
29/04/2024	HMRC PAYE		35	-66.00								-66.00	PAYE Payment for Tax Month 1	24/014	8
30/04/2024	NALC		35				-50.00			-10.00		-60.00	National Association of Local Council's Subscr	24/014	9
09/05/2024	Interest (Gross)		41								10.12	10.12	Bank Interest	24/019	10
16/05/2024	ICO ZB331348		41				-35.00					-35.00	Data Protection Subscription	24/019	16
20/05/2024	Mrs T Ryall-Harvey		35				-96.88			-9.66		-106.54	Clerk's Expenses	24/014	11
20/05/2024	Ringwood Fencing		35						-15.04	-3.01		-18.05	Materials for repairs to Play area Fence	24/014	12
20/05/2024	Bank Service Charge		41				-1.70					-1.70	Bank Charges	24/019	
24/05/2024	Mrs T Ryall-Harvey		35	-264.20								-264.20	Clerk's Salary Tax Month 2	24/014	13
27/05/2024	Skiptons		41								29.66	29.66	Compound Interest	24/019	14
29/05/2024	HMRC PAYE		35	-66.00								-66.00	PAYE Payment for Tax Month 2	24/014	15
10/06/2024	Interest (Gross)		41								10.80	10.80	Bank Interest	24/019	17
06/06/2024	Gallaghers		41		-900.20							-900.20	Insurance	24/019	18
18/06/2024	Bank Service Charge		44				-7.00					-7.00	Bank Charges	24/024	
25/06/2024	Mrs T Ryall-Harvey		41	-264.20								-264.20	Clerk's Salary Tax Month 3	24/019	19
27/06/2024	Skiptons		41								30.74	30.74	Compound Interest	24/019	20
28/06/2024	HMRC PAYE		41	-66.00								-66.00	PAYE Payment for Tax Month 3	24/019	21
09/07/2024	Interest (Gross)		41								9.80	9.80	Bank Interest	24/019	22
19/07/2024	Service Charge		44				-7.00					-7.00	Bank Charges	24/024	
24/07/2024	Mrs T Ryall-Harvey		41				-73.83			-5.86		-79.69	Clerk's Expenses	24/019	23
25/07/2024	Mrs T Ryall-Harvey		41	-264.20								-264.20	Clerk's Salary Tax Month 4	24/019	24
27/07/2024	Skiptons		44								29.84	29.84	Compound Interest	24/024	20
29/07/2024	HMRC PAYE		41	-66.00								-66.00	PAYE Payment for Tax Month 4	24/019	25
09/08/2024	Bank Interest		44								9.40	9.40	Bank Interest	24/024	26
19/08/2024	Service Charge		44				-7.00					-7.00	Bank Charges	24/024	27
25/08/2024	Mrs T Ryall-Harvey		44	-264.20								-264.20	Clerk's Salary Tax Month 5	24/024	28
27/08/2024	Skiptons		44								30.93	30.93	Compound Interest	24/024	30
29/08/2024	HMRC PAYE		44	-66.00								-66.00	PAYE Payment for tax Month 5	24/024	29
09/09/2024	Bank Interest		44								8.08	8.08	Bank Interest	24/024	31
13/09/2024	Linux Internet		44		-47.88					-9.58		-57.46	Annual Cloud Hosting of Website	24/024	32
13/09/2024	Morral Play Services		44		-95.00					-19.00		-114.00	Playground Inspection Fees for 22, 23 & 24	24/024	33
17/09/2024	Service Charge		44				-7.00					-7.00	Bank Charges	24/024	
25/09/2024	Mrs T Ryall-Harvey		44	-264.20								-264.20	Clerk's Salary Tax Month 6	24/024	34
27/09/2024	Mrs T Ryall-Harvey		44				-33.70					-33.70	Clerk's Expenses	24/024	35
27/09/2024	Skiptons		47								29.28	29.28	Compound Interest	24/030	36
27/09/2024	HMRC PAYE		44	-66.00								-66.00	PAYE Payment for tax Month 6	24/024	37
09/10/2024	Shires Accountants		47		-85.70					-17.50		-103.20	Payroll Services for Months 07 -12 of tax year	24/030	38
09/10/2024	Bank Interest		47								7.82	7.82	Bank Interest	24/030	39
15/10/2024	Northwich Town Council		47		-390.00					-78.00		-468.00	Playground Maintenance	24/030	40
17/10/2024	Service Charge		47				-7.00					-7.00	Bank Charges	24/030	
25/10/2024	Mrs T Ryall-Harvey		47	-264.20								-264.20	Clerk's Salary Tax Month 7	24/030	41
27/10/2024	Skiptons		47								28.09	28.09	Compound Interest	24/030	42
29/10/2024	HMRC PAYE		47	-66.00								-66.00	PAYE Payment for tax Month 7	24/030	43

11/11/2024	Bank Interest		47								8.61	8.61	Bank Interest	24/030	44
19/11/2024	Service Charge		47				-7.00					-7.00	Bank Charges	24/035	
25/11/2024	Mrs T Ryall-Harvey		47	-343.24								-343.24	Clerk's Salary Tax Month 8	24/030	45
27/11/2024	Skiptons		50								29.11	29.11	Compound Interest	24/030	46
27/11/2024	Mrs T Ryall-Harvey		47				-141.08			-6.77		-147.85	Clerk's Expenses	24/030	47
29/11/2024	HMRC PAYE		47	-85.80								-85.80	PAYE Payment for tax Month 8	24/030	48
09/12/2024	Bank Interest		50								7.31	7.31	Bank Interest	24/035	49
17/12/2024	Service Charge		50				-8.50					-8.50	Bank Charges	24/035	
24/12/2024	Mrs T Ryall-Harvey		50	-278.38								-278.38	Clerk's Salary Tax Month 9	24/035	50
27/12/2024	Skiptons		50								26.98	26.98	Compound Interest	24/035	51
29/12/2024	HMRC PAYE		50	-69.60								-69.60	PAYE Payment for tax Month 9	24/035	52
09/01/2025	Bank Interest		50								8.10	8.10	Bank Interest	24/035	53
20/01/2025	Service Charge		50				-8.50					-8.50	Bank Charges	24/035	
24/01/2025	PQR Limited		51		-15.00					-3.00		-18.00	Payroll Services - Calaculation of back pay	24/035	54
27/01/2025	Mrs T Ryall-Harvey		51	-278.38								-278.38	Clerk's Salary Tax Month 10	24/035	55
27/01/2025	Skiptons		54								27.17	27.17	Compound Interest	24/045	56
28/01/2025	Mrs T Ryall-Harvey		51				-146.94			-20.75		-167.69	Clerk's Expenses	24/035	57
29/01/2025	HMRC PAYE		51	-69.60								-69.60	PAYE Payment for tax Month 10	24/035	58
09/02/2025	Bank Interest		54								8.37	8.37	Bank Interest	24/045	59
19/02/2025	Service Charge		54				-8.50					-8.50	Bank Charges	24/045	
25/02/2025	Mrs T Ryall-Harvey		54	-278.38								-278.38	Clerk's Salary Tax Month 11	24/045	60
27/02/2025	Skiptons		54								27.24	27.24	Compound Interest	24/045	61
28/02/2025	HMRC PAYE		54	-69.60								-69.60	PAYE Payment for tax Month 11	24/045	62
10/03/2025	Bank Interest		54								7.33	7.33	Bank Interest	24/045	63
13/03/2025	Duddon, Clotton & District		54			-90.00						-90.00	Hall Hire for 2024-2025	24/045	64
13/03/2025	Mrs T Ryall-Harvey		54				-27.87					-27.87	Clerk's Expenses	24/045	65
18/03/2025	Service Charge		54				-8.50					-8.50	Bank Charges	24/045	
19/03/2025	Cheshire West and Chester Council										651.56	651.56	Churchyard Grant Application for 2024		66
25/03/2025	Mrs T Ryall-Harvey		54	-278.38								-278.38	Clerk's Salary Tax Month 12	24/045	67
25/03/2025	HMRC PAYE		54	-69.60								-69.60	PAYE Payment for tax Month 12	24/045	68
27/03/2025	Skiptons										23.40	23.40	Compound Interest		69
												0.00			
												0.00			
												2,996.84			
TOTALS				-4,132.36	-1,644.78	-90.00	-852.12	0.00	-15.04	-193.93	9,925.07				

RECONCILIATION

Current Account	£2,948.62	Year to date balance	£2,996.84
Deposit Account	£9,564.86		
Skiptons Deposit Account	£10,364.65	Balance Brought Forward	£19,881.29
TOTAL	**£22,878.13**	Balance	£22,878.13
Less Uncleared Payments			
			£0.00
TOTAL	**£22,878.13**		

Monies held in Reserves

Earmarked for Playground Maintenance & Refurbishr	£5,500
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	-£113
Earmarked for Wildflower Planting	£320
1 years Precept	£7,383

Clerk: *Trudy Ryall-Harvey*
Clerk

01/04/2025

DUDDON AND BURTON PARISH COUNCIL - ASSET REGISTER to 31st MARCH 2025

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

Approved: 24th March 2025
Next Review Date: March 2026

DUDDON AND BURTON PARISH COUNCIL

GENERAL RISK ASSESSMENT

No	ITEM	HAZARD	THOSE IN DANAGER	SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATE	MEASURES/COMMENTS	RESULTS
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
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.	A

							Advertise Parish Meetings to obtain residents feedback.	
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 (*more information required*)

RISK ASSESSMENT CARRIED OUT BY: G GOULBOURNE. **DATE:** 24-3-25 **SIGNATURE** [redacted]

RISK ASSESMENT VALIDATED BY: MEMBERS OF DUDDON AND BURTON PARISH COUNCIL DATE: 24-03-25.

Certificate of Exemption – AGAR 2024/25 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 2025, 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 2025 and a completed Certificate of Exemption is submitted no later than **30 June 2025** notifying the external auditor.

Duddon and Burton Parish Council

certifies that during the financial year 2024/25, 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 2024/25:	£9,925
Total annual gross expenditure for the authority 2024/25:	£6,928

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 2021
- In relation to the preceding financial year (2023/24), 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 2025.
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 Chair	Date	as recorded in minute reference:	
SIGNATURE REQUIRED	DD/MM/YYYY	MINUTE REFERENCE	

Generic email address of Authority: duddonandburtonparishcouncil@gmail.com

Telephone number: 07784 486 767

*Published web address: https://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 2025. Reminder letters for late submission will incur a charge of £40 + VAT.

Annual Internal Audit Report 2024/25

Duddon and Burton Parish Council

https://duddonandburtonpc.co.uk/

During the financial year ended 31 March 2025, 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 2024/25 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 2023/24, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2023/24 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 2024-25 AGAR period, were public rights in relation to the 2023-24 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 2023/24 AGAR *(see AGAR Page 1 Guidance Notes).*	✓		

	Yes	No	Not applicable
O. **(For local councils only)** Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken: 08/04/2025

Name of person who carried out the internal audit: PHILIP SANDERS

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

Date: 08/04/2025

*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 2024/25

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 2025, 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 Chair and Clerk of the meeting where approval was given:

Chair 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.		

https://duddonandburtonpc.co.uk/

Section 2 – Accounting Statements 2024/25 for

Duddon and Burton Parish Council

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	*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	20,857	19,881	*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	8,405	8,825	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	3,630	1,100	*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	4,025	4,132	*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	8,986	2,796	*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	19,881	22,878	*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	19,881	22,878	*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	0	0	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				*The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.*
11b. Disclosure note re Trust funds (including charitable)				*The figures in the accounting statements above exclude any Trust transactions.*

I certify that for the year ended 31 March 2025 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 Chair 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 2025

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 Monday 2nd June 2025(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 2025, these documents will be available on reasonable notice by application to:**	
(b) Mrs T Ryall-Harvey (Clerk & RFO) Email: duddonandburtonparishcouncil@gmail.com Contact No: 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) **Tuesday 3 June 2025**	(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) **Monday 14 July 2025**	
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 2025 for 2024/25 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 **Outturn 2025-26** **05/05/2025**

Budget Element		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Acutal 2025-26	Budget 2025-26	Variance	Commentary
EXPENDITURE																	Costs include VAT
People																	
Staff Costs		348	347	347	347	347	347	347	417	417	417	417	417	4,515	4,514	1	
Professional service																	
Insurance				1,100										1,100	1,100	0	3 year fixed cost deal until May 2025
Internal Audit			60											60	60	0	
External Audit														0	0	0	No external Audit required for 2023-24
Payroll			72					110	30					212	210	2	
General Services																	
Website							60							60	60	0	
Election														0	0	0	No election in 2025
Bank Service Charge		9	7	7	7	7	7	7	7	7	7	7	7	86	84	2	
Village Hall Room Hire													120	120	120	0	
Admin																	
Membership/Subscriptions		60	235			8					40			343	283	60	£162 - CHALC £40 - SLCC £8 - Mid Cheshire Footpath Society
Expenses			75		75		75		75		75		75	450	450	0	Clerk expenses
Training			50		50			50			50			200	200	0	
Data Protection fee				35										35	35	0	Move to Direct Direct for 2024
Grants																	
Churchyard Grant (Supplied by CWaC)		652												652	1,600	-948	
Other Grants			500											500	500	0	
Projects																	
Village Enhancements								45					250	295	295	0	£30 for Poppy Wreath £15 for Lamp-post Poppies
Village Maintenance			450		150		450					150		1,200	1,200	0	£450 x 2 - Cleaning Gutters of Weeds on Back Lane and Willington Road £150 x 2 - Weed Killing of gutters on Back Lane and Willington Road
Community Events								500						500	500	0	
Playground Annual Inspection & Maintenance				440						60			200	700	700	0	£60 - Playground Inspection £200 - Replacement Parts £440 - Painting of Swings
Ad Hoc Beneficial items (S137)														0	0	0	
Inflation %	2%	0	36	39	13	7	19	21	11	10	12	11	21	199	238	-39	
Contingency % of above	1%	0	18	19	6	4	9	11	5	5	6	6	11	100	119	-20	
TOTAL CASH OUT		**1,068**	**1,850**	**1,987**	**648**	**373**	**967**	**1,091**	**545**	**499**	**607**	**591**	**1,101**	**11,326**	**12,268**	-943	
RECEIPTS																	
Precept	8825 5%	9,220												9,220	9,220	0	
Bank Interest - Lloyds		8	12	12	12	12	12	12	9	9	9	9	9	124	128	-4	
Bank Interest - Skiptons		25	25	25	25	25	25	20	20	20	20	20	20	270	270	0	
VAT recovery		204												204	150	54	
Churchyard Grant (Supplied by CWaC)													652	652	1,600	-948	
CWAC contribution														0	0	0	
Use of Resereves Monies for Projects			450				450							900	900	0	
Other														0	0	0	
TOTAL CASH IN		**9,457**	**487**	**37**	**37**	**37**	**487**	**32**	**29**	**29**	**29**	**29**	**681**	**11,370**	**12,268**	-898	
Transaction Cash flow		8,389	-1,363	-1,950	-611	-336	-480	-1,059	-516	-470	-578	-563	-421	44	0		
Cash in Bank	####	**31,812**	**30,449**	**28,499**	**27,889**	**27,553**	**27,072**	**26,014**	**25,498**	**25,028**	**24,451**	**23,888**	**23,467**				44
		Apr	**May**	**Jun**	**Jul**	**Aug**	**Sep**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**				

DUDDON AND BURTON PARISH COUNCIL CASHBOOK - FINANCIAL TRANSACTIONS 2024-25

STATEMENT DATE	Description	Power	PN	People	Professional Services	General Services	Admin	Grants	Projects	VAT	Receipts	Totals	Comments	Resolved	No.
				EXPENDITURE excluding VAT											
07/04/2025	Cheshire West and Chester Council										9,220.00	9,220.00	Annual Precept Payment		1
08/04/2025	HMRC VTR										204.13	204.13	VAT Rebate		2
09/04/2025	Interest (Gross)										7.86	7.86	Bank Interest		3
15/04/2025	National Association of Local Councils				-50.00					-10.00		-60.00	Accreditation Fees		4
15/04/2025	Tarvin Parochial Council							-651.56				-651.56	Churchyard Grant		5
22/04/2025	Service Charge						-8.50					-8.50	Bank Service Charge		
25/04/2025	Mrs T Ryall-Harvey			-278.58								-278.58	Clerk's Salary Tax Month 1		7
25/04/2025	HMRC			-69.40								-69.40	HMRC Payment Tax Month 1		8
27/04/2025	Int Compound										25.18	25.18	Skiptons Interest		6
01/05/2025	Cheshire West and Chester Council							-500.00				-500.00	Grant to Primary School		9
01/05/2025	PQR Limited				-60.00					-12.00		-72.00	Payroll Services for Months 1 to 6		10
												0.00			
												0.00			
												0.00			
												0.00			
												0.00			
												0.00			
												0.00			
												0.00			
												7,817.13			
TOTALS				-347.98	-110.00	0.00	-8.50	-1,151.56	0.00	-22.00	9,457.17				

RECONCILIATION			
Current Account	£10,732.71	**Year to date balance**	£7,817.13
Deposit Account	£9,572.72		
Skiptons Deposit Account	£10,389.83	**Balance Brought Forward**	£22,878.13
TOTAL	**£30,695.26**	**Balance**	£30,695.26
Less Uncleared Payments			
			£0.00
TOTAL	**£30,695.26**		

Monies held in Reserves

Earmarked for Playground Maintenance & Refurbishı	£5,500
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	-£113
Earmarked for Wildflower Planting	£320
1 years Precept	£7,383

Clerk: *Trudy Ryall-Harvey*
Clerk

05/05/2024

DUDDON AND BURTON
PARISH COUNCIL

Bank Reconciliation to Cashbook 2025-26
Presented at Council Meeting 19th May 2025
Prepared by Trudy Ryall-Harvey

Balance shown on Cashbook	£30,695.26
Lloyds Bank Accounts as at 5th May 2025	
Current Account	£10,732.71
Deposit Account	£9,572.72
Skiptons Account	£10,389.83
TOTAL	**£30,695.26**
Less: Unpresented Payments	
TOTAL	**£30,695.26**
Reconciliation	**YES**

BUSINESS ACCOUNT [redacted]
DUDDON AND BURTON PARISH COUNCIL
£ 10,732.71 Current balance

COMMERCIAL INSTANT ACCESS ACCOUNT [redacted]
£ 9,572.72 Balance

Community Saver Iss 11 Monthly
[redacted]

Current Balance ?
£10,389.83

Available Balance:	£10,389.83
Current interest rate (gross)% ^	2.86%
Maturity Date:	N/A

duddonandburtonparishcouncil@gmail.com

From: phil.sanders@sky.com
Sent: 08 April 2025 16:54
To: duddonandburtonparishcouncil@gmail.com
Subject: INTERNAL AUDIT 24/25

Hello Trudy.

Audit is complete. Very tidy and thank you for the excellent presentation of the papers.

Points/observations to note:-

1. Unbeknown to both of us the balance of the Skipton Account was wrongly stated as £10,000cr as at 31 March 2024. It should have read £10,021.65cr - a small amount of interest was obviously credited just before the year end. No advice was received from Skipton, thus the reason for the Interest not being included at year end. As a result there is a discrepancy of £21 showing on the AGAR p6 between the year end figure for 23/24 and the starting year balance for 24/25. Please amend the AGAR as detailed. The Variations Spreadsheet also requires amendment as noted.
2. Please ensure that all VAT is reclaimed when possible. A small amount was omitted from a Clerks' Expenses Claim (for paper). No need for any amendments.
3. If possible please change the Clerk's e-mail address to link in with the Web Site address. This will be more secure and look more professional.
4. I note that you are paying Bank Charges to Lloyds Bank - £100+ per annum at current rates. I suggest that you seek amended (Free) terms or consider alternative banking arrangements. I do not know of any other Bank that charges Parish Councils in this way.

Hope the above is of use.

Regards.

PHIL SANDERS

Income received since the last meeting for noting:				Gross Amount	Comment
09/04/2025	Lloyds Bank			7.86	Bank Interest
08/05/2025	Lloyds Bank				Bank Interest
27/03/2025	Skiptons			23.40	Compound Interest
27/04/2025	Skiptons			25.18	Compound Interest
07/04/2025	Cheshire West and Chester Council			9,220.00	Annual Precept Payment
07/04/2025	HMRC VTR			204.13	VAT Rebate
19/03/2024	Cheshire West and Chester Council			651.56	Churchyard Grant Application for 2024
Payments made since the last meeting for approval					
Date	Payable to	Net Amount	VAT	Gross Amount	Comment
19/04/2025	Bank Charges	-£8.50	£0.00	-£8.50	Bank Charges
25/04/2025	Mrs T Ryall-Harvey	-£278.38	£0.00	-£278.38	Clerk's Salary Tax Month 1
28/04/2025	HMRC PAYE	-£69.40	£0.00	-£69.40	Tax Month 1
15/04/2025	Tarvin Parochial Church	-£651.56	£0.00	-£651.56	Churchyard Grant
15/04/2025	National Association of Lo	-£50.00	-£10.00	-£60.00	Accreditation Fees
01/05/2025	Duddon Primary School	-£500.00	£0.00	-£500.00	Grant towards Anniversary Celebrations
01/05/2025	PQR Limited	-£60.00	-£12.00	-£72.00	Payroll Services for April - Sept
Payments not yet made for approval					
	Payable to	Net Amount	VAT	Gross Amount	Comment
	HMRC PAYE	-£69.60	0	-£69.60	Tax Month 2
	CHALC	-£167.31	0	-£167.31	Affiliation Fees 2025-26
	Phil Sanders	-£57.00	0	-£57.00	Internal Audit
	Mid-Cheshire Society	-£8.00	0	-£8.00	Subscription for 2025-26
	Mrs T Ryall-Harvey	-£278.38	£0.00	-£278.38	Clerk's Salary Tax Month 2
	Mrs T Ryall-Harvey	-£62.47	-£1.52	-£63.99	Clerk's Expenses