

HALSALL PARISH COUNCIL

NOTICE OF PARISH COUNCIL MEETING

Members of the Parish Council are summoned to attend the Meeting of Halsall Parish Council on Wednesday 10th April at 7.30 p.m. at St Aidan's Hall

1. Introductions and Apologies for absence

2. Declarations of Interest

3. Open Forum for 15 minutes for matters raised by members of the public

3.1 West Lancs Borough Councillors

3.2 Open Forum

4. To confirm and sign the minutes of the meetings

- a) Council meeting held on 13th March 2024 as a correct record
- b) Parish meeting held on 20th March as a correct record

5. Discuss and agree on any matters arising from Parish Clerk's Report

- a) To approve cost of £50 for repairing 5 damaged folding tables
- b) To approve cost of £69.50 for repairing the stage carpet
- c) to approve cost of £11.58 Break-glass key access for Utility Room door
- d) New Cleaning rota for St Aidan's Hall

6. To receive reports from Representatives to outside Bodies and discuss and agree on any actions arising;

6.1 Lancashire Association of Local Councils (LALC)

- Cllrs R Brookfield, J Ridley, E Wright

6.2 Ormskirk School

- Cllr A Timon

6.3 Shirdley Hill Community Association

- Cllr McCarthy-Thomason

To approve cost of £39 on new Catering teapot and £16.99 for Catering Coffee Pot

6.4 St Cuthbert's Church

- Cllr Ridley

7. To receive reports from Working Groups and agree upon any actions arising;

7.1 Finance - Cllrs. E Wright, A Timon, M Schofield and K Wright

7.2 Human Resources – Cllrs. A Timon, K Wright, M Lyons, M Schofield

7.3 Traffic and Road Safety – Cllrs. N McCarthy-Thomason, R Brookfield, B Roberts, M Schofield

7.4 Flooding – Cllrs. E Wright and A Timon

7.5 Healthy Halsall – Cllrs. M Schofield, J Ridley, M Lyons, B Roberts

7.6 Planning & Development – Cllrs M Schofield and B Roberts

7.7 Environment & Biodiversity Working Group - Cllrs M Lyons and J Ferguson

8. Planning Applications

8.1 Applications - to discuss whether the Parish Council should comment on:

2024/0269/PNP prior approval required for an extension at Bangors Green Farm
 2024/0232/FUL Holly Farm buildings, velux roof windows
 2024/0213/LDP 20 Linaker drive, extend the ground floor extension
 2024/0142/FUL 59 Moss Road, replace garage

8.2 To Note Recent Planning Decisions - all granted

T/2024/0021/TCS/S211 White Lodge, The Runnell, tree removal
 2024/0009/PNP Gorse Hill Farm, PP is required for new farm track

9. Finance

- a) To approve the Schedule of Payments for April and sign
- b) To approve Spend to Date Statement for April and sign Bank Reconciliation
- c) To confirm that bank balances in the accounts agree with the balances at the bank
- d) To approve the End of Year Financial Statement for 2023 to 2024
- e) To approve transfer of quarterly bank interest to Reserves savings account
 £66.15 (Reserves), £101.73(Precept), £122.85(CIL) = £290.73 in total
- f) To approve transfer of C/Fwd 2023/24 funds to Earmarked Reserves
 As part of 2024/25 Budget Planning it was proposed to move £2000 into Earmarked reserves for specific purposes.

To Earmarked Reserves	2000
Staff Recruitment / Locum	300
Election Reserve	400
Noticeboard Replacement	300
Defibrillators Replacements	800
St Aidans Replacements	200

10. To consider the documents for the 2023-24 Internal and External Audits

- a) Internal Auditor’s Questionnaire
- b) Section 1 Annual Governance Statement for 2023/24 (External Audit)
 Variation on Section1 Question 4
- c) Section 2 Accounting Statement for 2023/24 (External Audit)
- d) Explanation of Variances 2023/24(External Audit)

11. To approve a new version of Financial Regulations (if available)

Current 2020 NALC version is to be updated in May 2024.

12. To Consider an upgrade to St Aidan’s CCTV at a cost of xxxx

One company has withdrawn their quote as prices have changed.
 3rd company has declined to quote.
 Now only have one quote for the St Aidan’s-only solution.
 Company C £1350 + VAT

13. To register ownership of St Aidan’s Hall with the Land Registry through Council’s solicitors at an approximate cost of £750.

When the building was purchased in 1978 it was not compulsory to register ownership with the Land Registry (it is now).

14. To consider further correspondence with School Governors

15. To consider adding white car parking lines to St Aidan’s Hall Car park

16. To approve S137 Grant of £300 for Shirdley Hill Community Association for Planters at St Aidan’s Hall

17. To approve annual increment for Parish Clerk, subject to performance

Point 27 from 1/4/2024 FTE £35,745, Pro-rata £10,626 an increase of £270 p.a.

18. Notice of Information-Only Items

19. Date and time of next meetings:

Annual General meeting will be 15th May 2024 at Memorial Hall

Authorised by



Chris Pyne, Parish Clerk

All present will act respectfully towards every other person present and will not act in a manner that demeans, insults, threatens or intimidates him or her. All statements, questions and responses, challenges to statements, complaints or criticisms must be related to the facts of the matter and not personal in nature.

Members of the public disturbing a Council meeting will be asked by the Chair to desist in any behaviour considered to be disrupting the meeting. If the behaviour continues Council can resolve, without discussion, that the person(s) withdraw from the meeting or be removed. If a meeting becomes unmanageable because of interruption, or it is impossible to continue due to disturbance or disregard for the Chair's instructions, the Council can and will resolve to either close the meeting for a period or have the meeting recalled for another date.

PARISH CLERKS REPORT

March 2024

Outstanding Actions from previous meetings

14/06/2023 To Discuss and Agree Restoration Work on War Memorial

The War Memorial is a listed monument. Need to use a specialist company.

Action: Get 3 new quotes. Next Priority

20/9//2023 Bakehouse Lease

Now with our solicitor and Bakehouse to create a new lease.

On-Going:

11/10/2023

Arrange for a Defibrillator at Saracen's Head

On-going

Escalate issue of school car-parking on Summerwood Lane. Consult with WLBC Councillors and Neighbourhood police.

On-going:

HALSALL PARISH COUNCIL

**Minutes of the Meeting of Halsall Parish Council held on
Wednesday 13th March 2024 at 7.30 p.m. at Memorial Hall, Halsall Road, Halsall**

PRESENT: Cllr. M Lyons (Vice Chair), Cllr. K Wright, Cllr. R Brookfield, Cllr. N McCarthy-Thomason, Cllr. J Ferguson, Cllr. M Schofield, Cllr. J Ridley, Cllr. B Roberts and Cllr. A Timon, C Pyne (Clerk), and no visitors.

1. Introductions and Apologies for absence

Cllr. E Wright (Chair) apology accepted.

2. Declarations of Interest

Cllr. Ridley, non-pecuniary interest in item 8 Planning Permission 20 Gregory Lane.

3. Open Forum for 15 minutes for matters raised by members of the public

3.1 West Lancs Borough Councillors

No report.

3.2 Open Forum

No Questions

4. To confirm and sign the minutes of the meeting held on 14th February 2024 as a correct record.

The minutes were **Agreed** and signed.

5. Discuss and agree on any matters arising from Parish Clerk's Report

Cllr. Timon reported that none of the 3 companies responded to a request for a quotation for cleaning the War Memorial. Cllr. McCarthy-Thomason has contacts with a company and agreed to chase this up with that company.

Cllr. McCarthy-Thomason will speak to Cllr. O'Toole (LCC) about pedestrian footpaths in Shirdley Hill.

Planning permission for the football container has been approved.

The PPL/PRS Music Licence quotation was higher than expected but it was **Agreed** to purchase it at a cost of £354.96 + VAT. This will be reviewed annually.

6. To receive reports from Representatives to outside Bodies and discuss and agree on any actions arising;

6.1 Lancashire Association of Local Councils (LALC)

- Cllrs. R Brookfield, J Ridley, E Wright

No recent meetings.

6.2 Ormskirk School

- Cllr. A Timon

Next meeting is later in March.

6.3 Shirdley Hill Community Association

- Cllr. McCarthy-Thomason

The building work at St Aidan's Hall was completed today ; external brickwork repairs, new cupboard for storage of chairs and an extractor fan for the oven.

Expenditure of £77 was **Agreed** for decorating materials, to be used by volunteers to paint new cupboards and redecorate the toilets.

Expenditure of £29 was **Agreed** for a vegetable peeler to support the fortnightly luncheon club.

7. To receive reports from Working Groups and agree upon any actions arising;

7.1 Finance - Cllrs. E Wright, A Timon, M Schofield and K Wright

Nothing to report.

7.2 Human Resources – Cllrs. A Timon, K Wright, M Lyons, M Schofield

See Item 12 on appointment of a new Cleaner.

7.3 Traffic and Road Safety – Cllrs. N McCarthy-Thomason, R Brookfield, B Roberts and M Schofield

Cllr. McCarthy-Thomason noted construction lorries using Heathey Lane and contacted the Site Manager. New drivers/company advised to use the correct route.

Lots of dissatisfaction over potholes, a serious problem for LCC Highways, keep pressing Cllr. O'Toole (LCC) for funding and priority to get local ones fixed.

School Crossing patrol is still being advertised.

More children at the school than before, more crossing the road, more traffic on the road.

There have been serious incidents before, but these are now out of statistical reporting periods, so the location has no perceived priority for a crossing.

7.4 Flooding – Cllrs. E Wright and A Timon

Evidence everywhere of exceptional wet weather this season, many fields are flooded or too soft to work. No reports of any flood damage to properties.

7.5 Healthy Halsall – Cllrs. M Schofield, J Ridley, M Lyons, B Roberts

Nothing to report, See item 22.

7.6 Planning & Development – Cllrs. M Schofield and B Roberts

Cllrs. are concerned about reports from residents about delays and inaccuracies in the planning process. Cllr. Ridley to draft a letter for circulation. Clerk informed the meeting that he had attended a training session with the WLBC Planning department. The department has vacancies, some new staff and some agency workers. The new manager is optimistic that performance and efficiency is improving and will continue to do so.

7.7 Environment & Biodiversity Working Group - Cllrs. M Lyons and J Ferguson

Some voluntary work on footpaths was completed in Autumn at no cost. The £500 budget will be carried forward to next year. Cllr. Schofield will speak to some farmers as the money

can be spent on improving signposts and field markers to ensure walkers stay on the footpaths.

8. Planning Applications

No comments were raised on ;

2023/0491/FUL, 20 Gregory Lane, variation in condition 6 Parking

The Council submitted a neutral comment on
2024/0009/PNP, Gorse Hill Farm, new agricultural track
which WLBC determined has to be resubmitted as a Full Planning application.

8.2 To Note Recent Planning Decisions - all granted

2024/0008/FUL, Gesterfield Barn, Halsall Road, removal conditions 6 & 12

2023/1092/FUL, Renacres Hall Farm, demolition & new steel framed building

2023/1152/FUL, Sports Pavilion, Halsall Road, Football Container

Withdrawn - 2024/0003/TCA, White Lodge, The Runell, tree pruning

9 Finance

a) The Schedule of Payments was **Agreed**. Changes included moving payment of salaries and HMRC tax to direct debit and paying monthly ground maintenance by direct debit.

b) Financial Statement for February was **Agreed** and Bank Reconciliation was signed.

c) Cllr. Timon reported independently that the bank balances quoted in the accounts were correct.

d) It was **Agreed** to appoint Jo O'Donoghue from IA-ODONOGHUE.COM as our internal Auditor for 2023-2024 as per the Letter of Engagement at a cost of £250.

e) It was **Agreed** to pay for an annual service of St Aidan's Central Heating system at a cost of £65.

f) It was **Agreed** to pay HMRC Employer's NI for 2023/2024 at a cost of £128.03

g) It was **Agreed** to pay the £25 Entry fees for Lancashire Best Kept Village competition for Shirdley Hill and Halsall (£50 in total) .

10. To Consider Hire Agreement Conditions and Hire Charges for St Aidan's Hall

The proposed Hire Agreement document with comments was **Agreed**. Clerk to publish the final version.

11. To defer approval of a new version of Financial Regulations

Started the annual review of Financial Regulations at January meeting but NALC have since advised that a new version will be published in late March 2024 , so we will wait to adopt this latest version.

12. To Agree arrangements for an employed Cleaner

The interview panel recommended Louise Fessey for the position of Cleaner, start date 1st April 2024 and this was **Agreed**. Clerk to contact Ms Fessey and the second candidate who was not successful on this occasion. Contract for the cleaner's post will be developed by the HR group and an induction process will need to be developed.

13. To Consider an upgrade to St Aidan's CCTV at a cost of £ REDACTED

The submitted quotes and options were discussed but no decision was reached. Still awaiting one quote from the third company. Defer to the next meeting for discussion of further options.

14. A review of the Parish Plan

Completed. No comments made.

15. To appoint a representative to St Cuthbert's Church Committee

Three councillors volunteered for the role. Cllr. Ridley was appointed by voting. The Council believes it would be useful to have a deputy representative so that we have a representative at every meeting. Clerk to write to Rev Salt. If agreed, Cllr. Schofield will be the deputy representative. Feedback reports to be provided under Agenda item 6.

16. Annual Pre-Audit Review of Key Documents

A Revised version of Standing Orders was adopted in Nov 2023. No further changes needed.

Waiting for a new version of Financial Regulations to be published by NALC in late March 2024.

Revisions to the Asset Register for expenditure in 2023-24 were considered and **Agreed**.

The Clerk has conducted a review of the Risk Register as part of the CiLCA training and the suggested edits were **Agreed**.

17. To consider S19 Funding for an upgrade to Memorial Hall Fire Alarm system.

Withdrawn. The specifications and quote are not ready.

18. To consider S19 Funding of £335 to Halsall Trust for repairs to the Football pitch and further exploration of drainage problems.

It was **Agreed** to fund £335 cost of immediate repairs to the drainage of the football field. And it was agreed in principle to support the cost of further investigations into drainage problems.

19. To Consider S137 Grant request of £500 from Halsall Proud & Tidy for Information Board
Agreed.

20. An Update on Learning Tree Nursery

Cllr. Schofield gave an update on the Nursery. They have to change locations, and are finding it difficult to recruit staff, as a consequence, the provision of an independent nursery could be at risk.

The Council will offer whatever support it can. It cannot currently provide any financial support to a business although this may change in 2024/25. There are a number of different options available for supporting a community service. Advice can be sought from the Plunkett Charity.

21. Proposed Parish Meeting on 20th March

This has been on the Council’s public schedule of meetings since the start of 2024. It was **Agreed** to confirm the meeting. Having the meeting at the traditional time of May may not be feasible this year due to the local council elections. We can organise the meeting at any time after the 1st March and before 1st June, so we will try an earlier meeting this year.

22. Reply from School Governors

The Council noted the reply received via the Headmaster. There are some positive points which will be followed up after receipt of a formal reply.

23. Notice of Information-Only Items

Councillors can review the changes to the Documents and Information section of the Council website. New layouts for Minutes, Agendas, Finance, Transparency and Halsall News. Sorted entries by dates, duplicates removed. 2024 is the current year, Archived documents for previous years.

There was discussion about the rumours circulating about a proposed Glamping site. Unofficial notices have been posted in the Shirdley Hill area.

No planning application has been submitted, if one is published then the Council will consider commenting.

There is no evidence of any start of development work. Parties have been made aware of the official process for raising development complaints with WLBC.

There is no action for the Parish Council to take.

24. Date and time of next meeting:

Parish Meeting on 20th March, Memorial Hall, 7:30pm

2nd Wednesday Council Meeting, 10th April 2024 at 7.30 pm St Aidan’s Hall

Meeting finished at 9.15 pm.

HALSALL PARISH COUNCIL

**Minutes of the Annual Parish Meeting held on
Wednesday 20th March 2024 at 7.30 p.m. at Memorial Hall, Halsall Road, Halsall**

1. Minutes of the Annual Parish Meeting held on 24th May 2023
Minutes approved at regular Council Meeting 14th June 2023
2. Report from Chair of Halsall Parish Council.
See attached Chair's Report
3. Parish Council Financial Statement 2023-2024.
See attached Financial Report
4. Other Parish Reports
 - a) Halsall Proud & Tidy – see attached.
 - b) Bees & Butterflies – see attached.
 - c) St Cuthbert's School – see attached.
 - d) Friends of Village Green

Councillor Lyons gave a report on behalf of the Friends of the Village Green (FROG).

The Group would like to thank the Parish Council for supporting them with grants for a new raised border, sponsoring the Christmas Tree lights and paying for green waste disposal. The Group would also like to thank the many members of the community who have also donated time and gifts. The donation of a wooden shed for storage and shelter has been especially useful with this wet winter season.

The very wet weather has softened the ground considerably and 3 trees have been uprooted. The raised shrub bed will hopefully provide a better environment for planting as this area is prone to flooding.

The donated Christmas tree and lights was celebrated with a switch-on event which over 70 people attended. The Group have planted more bulbs and installed bird boxes in the wooded areas.

The Village Green won the Best Open Space award in the Lancashire Best Kept Village competition.

- e) Shirdley Hill Community Association

Councillor McCarthy-Thomason gave a report on behalf of the Shirdley Hill Community Association. This new group has many members in the village supporting activities at St Aidan's Village Hall and on the Village Green. The work done by volunteers on refurbishing St Aidan's Hall has been very successful with an increase in the number of hires.

There was a small flood over Christmas/New Year period due to a frozen pipe. Volunteers quickly fixed this. There was damage to the carpet and laminate floor, but these were

already scheduled for replacement. The brickwork has been repaired, new cupboards and a kitchen extractor fan have been fitted. It is planned to install some garden planters at the hall and enter it into Best Kept Village competition.

f) Halsall News

Councillor McCarthy-Thomason is the Editor of Halsall News magazine. He reported that the magazine is popular with advertisers with three new full-page adverts, but paper and printing costs are increasing. Recent magazines have included extra pages, but this increases costs, the magazine needs to balance content pages with adverts within a fixed limit of 36 pages. The Church and Parish Council subsidise the magazine and we need to do more to reduce the costs in the short and long term.

5. Open Forum

A question was asked about St Cuthbert's School Admissions Policy

The Parish Council has been corresponding with the School Governors regarding concerns from local residents about the priorities of school admissions policy. There appears to be more priority for active churchgoers than residents. This leads to children and parents travelling in from the surrounding area which contributes to car parking problems at school times.

It is important for the viability of the school to maintain its admission numbers due to the declining number of local school age children. The School's admission's policy has to go out for consultation periodically (believe that is in September this year) . This would be the time for all interested parties to engage with the School Governors and the consultation process.

A question was asked about the noticeboard on the field.

This noticeboard has been replaced by the window display noticeboards and is now considered redundant. The next meeting of the Parish Council can consider dismantling it. It was suggested the window displays would benefit from a title banner in the top windows and to encourage people to post double-sided posters so that the content can be read from inside the hall too.

6. Meeting Closed at 20:50

Internal Audit Checklist 2023/24



Please complete this checklist and ensure all questions are presented for internal audit with the requested records. If the I may not be able to carry out the internal audit.

answered. The checklist should be checklist is not completed,

Please ensure your current cheque book is not presented for audit and please do not provide records in excess of what is requested unless it is recorded at the end of this checklist.

Council	HALSALL PARISH COUNCIL
Name and position of person completing the checklist	CHRIS PYNE PARISH CLERK
Website	HALSALLPARISH.ORG.UK
Email	CLERK@HALSALLPARISH.GOV.UK

ANNUAL RETURN AND AUDIT		
1	The completed accounting statements section of the Annual Return	Attach 1 AGAR Accounting Statement.pdf
2	Is the 2022/23 certified Annual Return/AGAR displayed on the Council website? If yes, please provide link to exact web page	YES https://halsallparish.org.uk/wp-content/uploads/2024/01/Complete-AGAR-set-2022-3-1.pdf

	If no, please provide the document	
3	Photo/scan of prior year audit issues arising as reported to the Council by the external auditor	<p>Page 9 https://halsallparish.org.uk/wp-content/uploads/2024/01/Complete-AGAR-set-2022-3-1.pdf Failed to publish Public Rights documents during the first 10 days of July.</p> <p>PKF Littlejohn advised that we had not published all AGAR documents with the Public Rights Notice and told us to restart the clock, republish everything so we missed the first 10 days of July.</p>
4	<p>Please provide minute reference for response to previous year internal audit report</p> <p>Please provide a copy of our most recent internal audit report with commentary against issues and recommendations raised to demonstrate action taken.</p>	<p>MIN REF</p> <p>Item 17 https://halsallparish.org.uk/wp-content/uploads/2023/06/2023-05-May-AGM-Minutes-HPC.docx.pdf</p> <p>Attach 4 Feedback from Internal Audit 2022-23</p> <p>There were no written recommendations in the report but there were some verbal comments made which I wanted to bring to the attention of the Council and these were actioned in Item 17 above.</p>
5	Was the 'Notice of the period for the exercise of public rights' and a declaration that the accounting statements are as yet	NO

	<p>unaudited published on the Council's website before 1 July 2023?</p> <p>If yes, please provide link to exact web page </p> <p>If no, please provide photo or scan of the Notice with a note of the date it was displayed. If the Notice is no longer displayed on the website, please provide a copy.</p>	<p>4th July 2023 Page 8 https://halsallparish.org.uk/wp-content/uploads/2024/01/Complete-AGAR-set-2022-3-1.pdf</p>
6	<p>Is your Council exempt from external audit?</p> <p>If Yes Please provide evidence that the Council complied with the publication requirements of the Transparency Code.</p> <p>If No Was the 'Notice of conclusion of audit' published on the council website before 30/09/23?</p> <p>Please provide this document if it is not currently displayed on the Council website or provide the link to the exact page on the website</p>	<p>NO</p> <p>YES</p> <p>Page 10 https://halsallparish.org.uk/wp-content/uploads/2024/01/Complete-AGAR-set-2022-3-1.pdf</p>
7	<p>Please provide approved minutes/ draft minutes (if not yet approved).</p>	<p>Item 11 https://halsallparish.org.uk/wp-content/uploads/2023/11/2023-10-Oct-Minutes-HPC.pdf</p>

FINANCIAL REGULATIONS AND CONTRACTS

8 Are the Council's financial regulations and standing orders displayed on the Council website?

If Yes

Please provide the link to the exact page on the website

.....

If No

Please provide

Have either of these documents been updated/ approved during 2023/24?

YES

<https://halsallparish.org.uk/wp-content/uploads/2023/11/5.0-Model-Standing-Orders-2018-England-Version-two-April-2022.pdf>

<https://halsallparish.org.uk/wp-content/uploads/2024/03/2024-Proposed-Financial-Regulations-2024.pdf>

YES

Standing Orders were reviewed and updated in November 23 Item 12

<https://halsallparish.org.uk/wp-content/uploads/2023/12/2023-11-Nov-Minutes-HPC-ML.docx-1.pdf>

Financial Orders were reviewed in Item 13 Jan and then approval was deferred in Item 14 Feb due to advice from NALC that a new version would be released in March (now May) .

<https://halsallparish.org.uk/wp-content/uploads/2024/02/2024-02-Feb-14-Minutes-Council-Meeting.pdf>

9	<p>Please state the level for obtaining quotations from the contracts section of your financial regulations (e.g. £3000) and the level for a formal tender process (e.g. £25,000)</p>	<ul style="list-style-type: none"> • Quotations £3000 - £24,99 • Tender level over £25,000 (11h)
10	<p>Did you have any contracts above the quotation threshold in the audit year (and below tender threshold) ?</p> <p>If Yes Please list contracts above the threshold for quotations (and below tender threshold) and provide minute references for when the contract was awarded.</p> <p>Please provide any evidence that demonstrates contracts were awarded as per the financial regulations e.g summary of quotes, extracts from minutes etc.</p>	<p>NO</p> <p>Insurance is the single most expensive item £2688.72 The 3-year contract is due for renewal in Sep 2024 and we will use a broker to find a competitive renewal.</p>
11	<p>Did you have any contracts above the tender threshold in the audit year?</p> <p>If Yes Please list contracts above the tender threshold and provide minute references for when the contract was awarded.</p> <p>Please provide extracts from minutes and any summary tender documentation such as a decision scoring matrix.</p>	<p>NO</p>

CASH BOOK AND BANK RECONCILIATIONS		
12	<p>What do you use to maintain a cash book/ ledger? *</p> <ul style="list-style-type: none"> • Spreadsheet – Please provide the spreadsheet and the year-end bank reconciliation • SCRIBE – Please ensure that we have read-only access to SCRIBE and provide an export of the bank reconciliation • Rialtas and other accounts software – please provide nominal ledger report listing all transactions and bank reconciliation as at the year-end • Manual cash book - please provide 	<p>Attach</p> <p>12 2023-2024 Cash Book.xlsx</p>
13	<p>Please provide bank statements for the financial year and up to the date of audit</p>	<p>Agreed May, August, November & February (x4 Current, Reserves, CIL and Precept statements) together with Bank Reconciliation for February</p> <p>attached</p> <p>13 2924 02 Feb Scan Signed bank Reconciliation.</p> <p>13 Testing new format for Bank Reconciliation</p>
14	<p>If the Council has adopted an investment strategy, please provide.</p>	<p>NO</p> <p>Only have Reserves , at start of 2023 were £8,856 ,below 25% of turnover, at end 2024 these should be back up to about £17,000 (40%). In an Instant Savings Account.</p>
EXPENDITURE		

15	All expenditure vouchers/invoices for transactions and any purchase orders.	Sent lists of payments for June 23, Nov 23 and Jan 24 Attach 15 Sample Cash Book Transactions for Audit.pdf
VAT		
16	Please provide VAT returns and supporting VAT records	Attach 16 2022 to 2023 VAT 126 Claim Form and Spreadsheet.pdf
PETTY CASH		
17	<p>Does the Council operate a petty cash system? Does the Council reimburse actual expenditure? Does the Council operate a debit or credit card?</p> <p>If the Council has petty cash</p> <p>Please provide the year-end petty cash reconciliation , petty cash book and vouchers. Please do not provide actual cash.</p>	<p>NO YES NO will do for 2024/25</p> <p>Have applied for Bank Charge Card to use after 1st April 2024 to avoid reimbursing expenditure, restrict spending to the Clerk, all spending on minor items consolidated on to one monthly invoice.</p> <p>Item 9 (i) https://halsallparish.org.uk/wp-content/uploads/2024/02/2024-02-Feb-14-Minutes-Council-Meeting.pdf</p>
INCOME		

18	<p>Does the Council have any of the following income streams?</p> <ul style="list-style-type: none"> ● Allotments – If you have a control record/ register of your allotments please provide. ● Burial /Cemetery - Please provide the burial register, notice of interments, invoices, receipts and a schedule of burial fees ● Hall/room hire - Please provide the bookings diary and any booking forms, invoices, receipts, control records. 	<p>NO</p> <p>NO</p> <p>YES Attach 18 HPC Hire Receipts for 2023 to 2024.pdf</p>
PAYROLL		
19	<p>Do all staff have a formal staff contract in place?</p> <p>Please provide copies of staff contracts for any new employees in 2022/23</p>	<p>YES</p> <p>Current employee started in May 2023</p> <p>Attach 19 Halsall Parish Council Contract.CP.docx</p>
20	<p>Does the staff costs balance on the Annual Return accounts page agree to a staff costs heading in the ledger/ cash book?</p> <p>If No</p> <p>Please provide an analysis of total staff costs showing how it has been calculated</p>	<p>YES</p> <p>Actual Net salary (7594.80)+ HMRC (1881.13) = 9475.93 AGAR 9476</p>

21	Please state the minute reference if the Council approved a pay increase	MIN REF None. Parish Clerk didn't start employment until May 2023 so no annual appraisal/pay increase yet.
22	Do the Council use a payroll agent? If No Do the Council make regular RTI payroll submissions Is the payroll software up to date?	NO YES YES
23	Please provide P60s or month 12 payslips Please provide evidence for month 12 NI, PAYE and pension deductions.	Attach 23 2024 03 Mar p60 EOY.pdf. Waiting for HMRC account balance Attach 23 Nil Pension declaration.pdf Pension Declaration submitted - no employees in pension scheme. Parish Clerk is only employee, over state retirement age. Declined to make Pension contributions.
BUDGETARY CONTROL		
24	Has the Council formally approved the annual precept for 2024/25?	YES

	<p>Please provide minute reference</p> <p>Please provide the precept calculation for 2024/25</p>	<p>MIN REF</p> <p>Item 9</p> <p>https://halsallparish.org.uk/wp-content/uploads/2024/02/2024-01-Jan-Minutes-HPC.docx-1.pdf</p> <p>Attach 24 Precept Calculation 2024 to 2025.pdf</p>
25	Please provide the 2023/24 budget	Attach 25 Budget 2023 to 2024.pdf
26	<p>How often is actual expenditure reported against budgeted expenditure to Council?</p> <p>Please provide an example of a budgetary report to Council and the minute reference where it was reviewed by Council</p>	<p>Formally reported monthly as the "Financial Statement". Available online on Council intranet - automatically updated by every financial transaction.</p> <p>Attach 26 Spend to Date Worksheet 2023-2024.pdf</p> <p>Item 31 (e)</p> <p>https://halsallparish.org.uk/wp-content/uploads/2023/10/2023-09-Sept-Minutes-HPC.pdf</p>
27	<p>Do the Council have a reserves policy?</p> <p>If yes, please provide</p>	<p>YES</p> <p>https://halsallparish.org.uk/wp-content/uploads/2024/03/5.2-Reserves-Policy.pdf</p>

28	<p>Do the Council have earmarked reserves?</p> <p>If yes</p> <p>Please provide details of earmarked reserves</p>	<p>Not Yet</p> <p>The Reserves Policy set out what funds from 2023/24 year will be moved into Earmarked Reserves, if unspent. Not had Earmarked Reserves before.</p>
RISK		
29	<p>Did the Council carry out an annual risk assessment in 2023/24?</p> <p>If yes</p> <p>Please provide minute reference</p>	<p>YES</p> <p>MIN REF</p> <p>Item 16</p> <p>https://halsallparish.org.uk/wp-content/uploads/2024/03/2024-03-Mar-13-Meeting-ML.docx-1.pdf</p>
30	<p>Please provide the risk assessment and any internal control procedures</p>	<p>https://halsallparish.org.uk/wp-content/uploads/2024/03/2024-03-Mar-Agreed-6.2-Risk-Register.docx.pdf</p>
31	<p>Please provide annual insurance cover documents</p>	<p>attach</p> <p>31 Insurance Policy amounts.pdf</p> <p>31 Employers Liability Certificate.pdf</p>
32	<p>Please state the level of your fidelity cover</p>	<p>Level = £250,000</p>
FIXED ASSETS		

33	Please provide your asset register	https://halsallparish.org.uk/wp-content/uploads/2024/03/2023-2024-Asset-Register.pdf
34	<p>Has the total value of fixed assets changed in 23/24 (compared to 22/23)?</p> <p>If yes Please provide an analysis of additions and disposals if this information is not available in the asset register</p>	<p>YES</p> <p>New assets in Green. Disposed Assets in Red</p>
YEAR-END ACCOUNTS		
35	<p>Are the accounts prepared on an income & expenditure basis?</p> <p>If yes Please provide:</p> <ul style="list-style-type: none"> ● Balance sheet as at 31/3/24 ● Income & expenditure account for 2023/24 ● Extended trial balance (ETB) ● A schedule of debtors (or journal showing detail) ● A schedule of creditors (or journal showing detail) ● A schedule of receipts in advance (or journal showing detail) ● A schedule of prepayments (or journal showing detail) ● Information about any other balance sheet entries or other accounts information 	NO

36	<p>Do the Council have any loans from third parties (including PWLB and SALIX)?</p> <p>If yes Please provide evidence showing amount outstanding as at 31/03/24</p>	NO
----	--	----

TRUST FUNDS DISCLOSURE NOTE

37	<p>Is the Council a sole trustee?</p> <p>If yes Please state charity name and charity number</p> <p>Please provide evidence that the last return to The Charity Commission was submitted within required deadlines.</p> <p>Please provide any evidence that responsibilities as sole trustee have been complied with</p>	<p>YES</p> <p>HALSALL WAR MEMORIAL PLAYING FIELDS AND HALL 521111</p> <p>https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/521111/financial-history</p> <p>attach 37 Halsall Trust Intranet.pdf</p> <p>Halsall Trust has an Intranet. Front page printed. Charity is a separate organisation with its own part time administrator, own HMRC registration, Councillors attend separate monthly meetings to administer the charity.</p>
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ADDITIONAL INFORMATION

	<p>Please note here any comments or reference any additional information that you would like to share with us.</p>	<p>This is my first internal audit as I started with Halsall Parish Council in May 2023.</p> <p>I was working voluntarily as Acting Parish Clerk from Dec 22 to May 23 and did the Audit for 2022/23 with the help of the Chair. Our internal auditor had worked for the Council for</p>
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several years and knew a lot about how the council worked. She has now relocated to a different county and could not carry on with auditing, so in 2024/25 we needed a new auditor.

We selected a replacement based on another parish's recommendation but due to their staff changes in February 24 it became apparent that they were no longer interested in parish council audits. No longer had staff with relevant experience.

So we were left needing a new auditor at short notice and are grateful for you agreeing to take us on.

I have introduced a lot of improvements, the move to digital banking and online spreadsheets were done in the Dec to May period. So it's all new, I think it is working better, we are still making improvements. I am doing the CiLCA training course and that is helping. I am looking forward to a more comprehensive audit as a contribution to continuous improvement.

thanks
Chris Pyne
Halsall Parish Clerk

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

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

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

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

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

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS



Halsall Parish Council

St Aidan's Hall

Renacres Lane

Ormskirk

L39 8SF

www.halsallparish.org.uk

Tel: 01704 841467

Variation on Section 1 Question 4

Halsall Parish Council has answered NO to Question 4 as advised by External Auditor's Limited Assurance Opinion 2022-23.

Other matters not affecting our opinion which we draw to the attention of the authority:

We note that the smaller authority did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as it failed to make proper provision during the year 2023/24 for the exercise of public rights, since the period for the exercise of public rights did not include the first 10 working days of July. As a result, the smaller authority must answer 'No' to Assertion 4 of the Annual Governance Statement for 2023/24 and ensure that it makes proper provision for the exercise of public rights during 2024/25.

This document is available on Council's website, Page 9.

<https://halsallparish.org.uk/wp-content/uploads/2024/01/Complete-AGAR-set-2022-3-1.pdf>

The Notice of Public Rights was originally published from 19th June to 24th July which would have been a compliant period including the first 10 days of July.

However, not all the pages of the AGAR were included in the uploaded document.

PKF Littlejohn advised Halsall Parish Council on 3rd July that this uploaded document was not complete and asked for a new version to be uploaded and to restart the Notice of Public Rights.

The document was corrected and uploaded again and a new period of Notice Public Rights was started on 4th July (obviously could not include the first 10 days of July) .

This document is available on Council's website , Page 8

<https://halsallparish.org.uk/wp-content/uploads/2024/01/Complete-AGAR-set-2022-3-1.pdf>

For 2023-2024, the Council is now more informed about which pages need to be attached to the Notice of Public Rights and will ensure that all pages are uploaded correctly.

Chris Pyne

Parish Clerk

Halsall Parish Council

clerk@halsallparish.gov.uk

Section 2 – Accounting Statements 2023/24 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>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.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

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

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

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

Explanation of variances – pro forma

Name of smaller authority: [REDACTED]

County area (local councils and parish meetings only): [REDACTED]

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 green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- New from 2020/21 onwards:** variances of £100,000 or more require explanation regardless of the % variation year on year;

	2022/23 £	2023/24 £	Variance £	Variance %	Explanation Required?	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	34,285	24,203				
2 Precept or Rates and Levies	17,343	32,783	15,440	89.03%	YES	The 2022/23 balance B/Fwd £34,285 reduced to balance C/Fwd of £24,203. Approximately £10,000 was used from reserves to subsidise the council's budget in 2022/23. The financial model used by previous clerk/council was not financially sustainable, only £8800 left in reserves. Could not use reserves to subsidise the Council again in 2023/24. So for 2023/24 a more realistic precept £32,783 was set reflecting the true cost of running the council without using any funds from reserves to subsidise running costs.
3 Total Other Receipts	14,550	19,286	4,736	32.55%	YES	Several improvements in Receipts; (1) "Free" Banking earned £161 in interest was switched to £72 bank charges with £1052 in interest. (2) VAT refund increased from £482 to £2622. (3) After a village hall refurbishment, hall income increased from £1690 to £3599. (4) Grants and Donations increased from 0 to £1900.
4 Staff Costs	12,591	9,476	-3,115	24.74%	YES	New Clerk appointed in May 2023 so only 11 months of salary £9476 at start of NJC pay scale. Previous clerk earned £12,591 for 12 months at top of NJC pay scale
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO	
6 All Other Payments	29,384	30,510	1,126	3.83%	NO	
7 Balances Carried Forward	24,203	36,286				
8 Total Cash and Short Term Investments	24,203	36,286				
9 Total Fixed Assets plus Other Long Term Investments at	219,607	191,542	-28,065	12.78%	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)

Halsall St Cuthbert's C E Aided Primary School

New Street,
Halsall,
Nr Ormskirk,
Lancashire.
L39 8RR.

Tel: 01704 840253



Dear Noel and members of the Halsall Parish Council,

Firstly please may I apologise for the delay in response to your letter dated, 19th July, 2023. I had requested that a letter be sent, thanking you for your feedback and that we would include your comments as part of our admissions policy review cycle. It would appear that this has not been sent, please accept my apologies for this.

Secondly, with reference to the concern raised "school admissions policy and process, especially the introduction of a signed attendance register, and a requirement for church attendance to support an admission application". The Governors met before Christmas to review our admissions policy criteria, and wording and processes including the feedback review of the concerns raised in your letter.

We do take the concerns raised in your letter seriously, however our primary concern is the continued viability of the school and for the education and nurture of children in the Christian faith. The school however does recognise the significant contribution it has to its local community.

The Church Schools were established to continue the education and nurture of children in the Christian faith. Schools were to offer education based on the teachings of the Church of England, with the belief that moral and spiritual education was as important to children as learning skills or a trade.

The requirement to provide evidence of worship is common place in Church School admission policies, and indeed the formalisation of this process was to maintain the church community a number of years ago.

Since its introduction we have not been in a position to refuse a place to a child residing in the village, either on initial application or appeal.

We have however reviewed some of the evidence required, and we continue to work with the Rev Susan Salt to increase the opportunities for parents to be involved in active worship, to allow accessibility of prospective parents to acts of worship.

We have also revisited some of the terminology of our admissions policy, to encourage local parents to continue to apply for places. These proposed changes need to be approved by the Diocese and lodged with LCC, and will be published as soon as possible.

The current admissions policy remains valid for the intake September 2024, due to the admission deadlines required by LCC.

Thirdly to your concerns regarding local traffic congestion. The school has flourished in the last 20 years, with gradual increase to the number of children on roll (Approx. 90 on roll in 2004 to approx. 170 in 2024) to meet the increased demand for high quality, enriched curriculum education as well as necessary to continue to support a well funded and viable school in a village school setting. This success has resulted in parents coming from further afield.

However, Halsall is already a large rural setting, which extends over 10 square miles, with a population of less than 3000. There is very limited viable public transport and local children are required to use private vehicles to get to school as walking is not suitable mode of transport (or are dropped off as parents make their onward journey to work.)

This is in stark contrast to Aughton which has a population of over 8000 in an area of a quarter of the size of Halsall and has good connections to public transport.

The school maintains good relations with the local community policing, to support the management of irresponsible parking by parents, the maximised use of the drop off zone, was introduced to lessen the impact of congestion in the morning, as has staggering the start time for school and nursery group using the parish centre.

Breakfast clubs and after school clubs remain popular and also serve to stagger collection times and reduce the congestion. The issues however persist as with most schools for what is 20 minutes either side of the school day.

The school however would welcome support from the parish council in lobbying LCC to improve the traffic management around the junction with New Street, Carr Moss Lane and Summerwood Lane to ease these issues. Alongside promoting the current vacancy for crossing patrol assistant, which has remained unfilled.

These would perhaps encourage those in walking distance from the school to be more likely to so, due to improved road safety.

Regards

Angela Christian-Pye
(Chair of Governors)

Head Teacher Mr. D Scholes BA (Hons) P.G.C.E D.A.S.E N.P.Q.H
www.halsall.lancs.sch.uk



SPEND to DATE EOY Receipts and Payments 2023/2024 Accounts Summary							
Revenue Income / Capital	45,244.72		6824.55				
Revenue Expend / Capital	33,532.58		6453.62				
Surplus	11,712.14		370.93				
Total C/FWD	12,083.07						
Budget 2022/23		Budget 2023/4 (from Budget and Precept 2023/24.xls)					
Budget Item	Budget	Budget Item	Budget Code	Agreed 2023/24	Spend to Date	Available	Explanations for overspends. Proposed corrections
Clerk/Employee Costs							
Clerk's salary HPC	9,577	Clerk's Salary	21	11,355.00	7,594.80	3,760.20	
		Tax and NI	22		1,881.13	(1,881.13)	Within Code 21
Clerk's expenses/mileage	700	Clerk's Mileage	23	600.00	51.03	548.97	£100 vire to Code 34
Post	50				0.00	0.00	
Printing & Stationery	300	Office Expenses	24	350.00	374.40	(24.40)	
Training	300	Staff Training	25	300.00	90.00	210.00	
Other admin/advert	100	Staff Recruitment	26	100.00	0.00	100.00	
Evergreen payroll mgt					0.00	0.00	
Councillor Costs							
Chair's Allowance	200	Chair's Allowance	31	200.00	200.00	0.00	OK even with 9 months backpay for pay rise
		Councillor Mileage	33		0.00	0.00	
		Councillor Expenses	34	100.00	50.96	49.04	Vire £100 from code 23
		Councillor Training	35		0.00	0.00	
Membership/Legal Fees							
Audit fees	500	Audit fees	41	500.00	312.00	188.00	
Subs LALC	500	Subs LALC	42	550.00	412.32	137.68	PAID. £137 Free
ICO	619	ICO	43	50.00	35.00	15.00	
Reserve re elections etc	397	Reserve for elections	44	400.00	0.00	400.00	
Legal Fees - Solicitor/Planning		Legal Fees - Solicitor/Planning	45	0.00	666.00	(666.00)	Extra Expense. Probably CIL Car Park project?
		Music Licence	46	0.00	425.96		
Refunds		Refunds	17	0.00	178.00	(178.00)	
Estate Management							
Remembrance Sunday	800	Remembrance/ War Memorial	51	900.00	1,057.87	(157.87)	OK. Should Reserve £400 for next year
War Memorials				0.00	0.00	0.00	
Bus shelters	420	Bus shelters	52	400.00	50.00	350.00	
Phone box	300	Phone box	53	0.00	0.00	0.00	
Seats		Seats	54	500.00	0.00	500.00	
Noticeboards				200.00	0.00	200.00	

Web Hosting	600	Noticeboards/Web Hosting	55	500.00	569.18	(69.18)			
Spids	300			300.00	0.00	300.00			
Spids Siting	960	Spids	56	1,000.00	0.00	1,000.00			
Maintenance of open spaces	2,664	Maintenance of open spaces	57	2,664.00	4,277.97	(1,613.97)			
New Defibrillator		New Defibrillator	58	900.00	0.00	900.00			
Key Supplier Payments							OK. Money for War Memorial & SPID changeover		
Electricity	1,000	Electricity	61	1,000.00	851.26	148.74			
Gas	600	Gas	62	2,300.00	899.05	1,400.95	Vire £100 to code 67		
Water	250	Water	63	600.00	418.88	181.12			
Internet		Internet	64		504.93	(504.93)			
Mobile Phone	180	Mobile Phone	65	180.00	97.00	83.00			
Insurances/inspections	2,700	Insurances/Inspections	66	3,058.00	2,983.16	74.84			
Hygiene / Waste		Hygiene / Waste	67	100.00	96.76	3.24	Vire £100 from code 62		
Window cleaning		Window Cleaning	68	480.00	245.00	235.00			
Bank Charges		Bank Charges	69	0.00	72.00	(72.00)	Covered by Interest on savings		
St Aidans Hall							Ok Bigger bills through winter		
St Aidans Cleaning	1,040	St Aidans Cleaning	71	1,040.00	1,200.82	(160.82)			
Cleaning supplies	50	Cleaning supplies	72	50.00	107.74	(57.74)	Cleaning of Decorating		
St Aidans contingency	500	Property Expenses	73	500.00	1,395.84	(895.84)	Got Hall income to cover any overspend		
St A rates	200	St A rates	74	200.00	0.00	200.00			
Hire Refunds/Adjustments		Hire Refunds/Adjustments	75		50.00	(50.00)	Paid in = Paid out		
St Aidan's Refurbishment		St Aidans Refurbishment	76		754.23		being funded from £1000 Donation		
							£677.51 available allowing for donation		
Grant Payments							Code 70 overspent but £1000 extra income from the Donation for Refurbishment		
S137 (Anyone)	5,000	S137 Grant	81	4,000.00	2,775.00	1,225.00			
S19 (usually MH)		S19 Grant Memorial Hall	82		1,168.80	(1,168.80)	Include within S137		
S142 Halsall News	500	S142 Grant Halsall News	83	500.00	331.50	168.50	PAID so £168.50 available for Code 80		
CIL Grant		VAT component of CIL Grant	84		959.56	(959.56)	Get overspend back next year VAT Refund		
S133 (funding meetings)		S133 Meetings at MH	85		72.00	(72.00)	Include within Code 80		
S19 (Warm Spaces)		S19 Grant Warm Spaces	86		117.43	(117.43)	Residents Lunches include within Code 80		
		LCC Biodiversity Grant	87	300.00	180.00	120.00			
LCC Footpaths		LCC Footpaths	88	500.00	0.00	500.00			
Best Kept Village		Best Kept Village	89	100.00	25.00	75.00			
Expenditure	31,307.00			36,777.00	33,532.58	3,244.42			
Payments to date inc Scheduled					33,532.58				
Difference (should be zero)					0.00				

Received Payments							
Budget 2022/23	Received		Budget Code	Agreed 2023/24	Received to Date	Outstanding/ Surplus	Explanations for surplus
Precept (& Council Support)	18,748.00	Precept	12	32,783.00	32,783.00	0.00	
?	0.00	Council Support Tax	13	1,433.00	1,433.00	0.00	
Concurrent Grant	1,714.00	Concurrent Grant	14	1,761.00	1,761.00	0.00	
Received Grants	0.00	Received Grants	15	0.00	1,900.00	1,900.00	£1000 Heritage & £100 Anon & £800 LCC
Hall Hire	1,690.00	Hall Hire	16	0.00	3,599.50	3,599.50	St Aidans Hall Hire
Refunds (VAT + others)	482.93	Refunds	17	0.00	2,622.57	2,622.57	£2557.22 VAT & £65.35 Wayleaves
Interest Received	161.53	Interest Received	18	0.00	1,051.98	1,051.98	Bank Interest
Secretary Salary from Trust	2,084.00	Other Receipts	19	0.00	93.67	93.67	Trust refunding cost of Poppy Wreaths
	24,880.46			35,977.00	45,244.72	9,267.72	
Receipts to date inc Scheduled					45,244.72		
Difference (should be zero)					0.00		

EOY Financial Statement (Accounts and AGAR)					
Our Receipts & Payments Accounts			AGAR Accounts Spreasheet		
CIL Income	6,824.55		1 Balance	£24,203	
Revenue Income	45,244.72		2 Precept	£32,783	(less Precept)
Total Income	52,069.27		3 Receipts	£19,286	£52,069
					£32,783
			1+2+3	£76,272	
CIL Expenditure	6,453.62		4 Staff	£9,476	
Expenditure	33,532.58		5 Loans	£0	(less Staff)
Total Expenditure	39,986.20		6 Payments	£30,510	£39,986
					£9,476
			4+5+6	£39,986	
C/Fwd	12,083.07				
b/fwd	24,202.51		1+2+3	£76,272	
add C/Fwd	12,083.07		4+5+6	£39,986	
New C/Fwd 2024/5	36,285.58		Difference	£36,286	
			Reserves	Current	Precept
at the Bank	36,285.58		9,730.42	524.50	10,314.09
					CIL
					15,716.57