



Sutton Courtenay Parish Council

Minutes for the Parish Council meeting held on Tuesday 9th April 2024 at Sutton Courtenay Village Hall, commencing at 7.45pm.

Present: Councillors Rita Atkinson (chairman), Robert Dalby, Teresa Field, Paul Galliver, Lyn Hodder, Father Morkos, Joanna O'Callaghan and Fiona Wolveridge.

In attendance: Jennie Currie, Clerk; 3 members of the public.

- 2024/059 Public Participation
There were no matters raised by members of the public.
- 2024/060 Apologies for absence
Apologies for absence were received from Councillors Hugo Raworth and Jason Warwick, and County & District Councillor Richard Webber.
- 2024/061 Declarations of Interest
No declarations of interest were received.
- 2024/062 Minutes for the meeting held on Tuesday 5th March 2024
RESOLVED that the minutes of the meeting held on Tuesday 5th March 2024 were a true and accurate record and would be signed by the Chairman.
- 2024/063 Co-option of Councillors
Members noted that there was one vacancy to be filled.
- 2024/064 Planning applications
(a) Planning applications to be considered
RESOLVED that the following observations would be submitted:
P24/V0505/HH - 75 Bradstocks Way, Sutton Courtenay - No objections to the principal of the proposed development. The Parish Council is concerned that currently the driveway access appears to be via an area of tactical paving with an associated dropped kerb but the application does not include details of parking and access. If the application is approved then the Parish Council would request that a restriction is applied to prevent the property being split into a separate dwelling.
MW.0024/24 - Sutton Wick Quarry, CAMAS Land, Oday Hill, Sutton Wick - Object as further delays in the restoration of the land will have a detrimental impact on the environment and prevents parishioners from having the benefit of the amenity.
P24/V0331/FUL - 120 High Street, Sutton Courtenay - Object due to vehicle access and parking provision onsite, plus the displacement of parking associated with the adjacent shop. Furthermore, the visual impact of the proposed development is not in line with the design code in the Sutton Courtenay Neighbourhood Plan.
P24/V0657/HH - 46 High Street, Sutton Courtenay - No objections.
P24/V0712/HH - 137 Drayton Road, Sutton Courtenay - No objections.

- 2024/064 Planning applications continued
 (b) Additional planning correspondence:
 Members noted the decisions on previous applications:
 P24/V0062/HH - 12 Appleford Road, Sutton Courtenay - GRANTED
 P23/V2381/FUL - Cross Tree Farm, High Street, Sutton Courtenay - GRANTED
 P24/V0390/LB - The Wharf 43 Church Street, Sutton Courtenay - GRANTED
 P24/V0476/HH - 34 Milton Road, Sutton Courtenay - GRANTED
 P24/V0371/HH - 4-5 The Green, Sutton Courtenay - GRANTED
- 2024/065 HIF1 update
 The Public Inquiry is continuing, the Inspector is going to do an independent tour of the area.
- 2024/066 Reports
 (a) County Councillor
 Cllr Webber had submitted his apologies for the meeting.
 (b) District Councillor
 Cllr Webber had submitted his apologies for the meeting.
 (c) Parish Councillors
 Members reported the following items:
 - Cllr O’Callaghan reported that four oak trees had been planted on the Village Green and volunteers are prepared to water the trees. The Parish Council would like to thank Roger and Shirley Rance, June Cummings and Tim Twaits for helping to plant the trees. A special vote of thanks went to Roger Rance for growing the trees and donating them to the parish.
 (d) Clerk
 As Cllr Raworth had been unable to attend the meeting the Clerk raised his concerns with restricting parking in front of The George Public House in relation to the weekly food vans. Members requested the matter be added to the May agenda.
- 2024/067 Art Trail update
 Eleven benches and seven notice/map boards had been installed. The final bench and two maps were being stored in the Village Hall whilst the Flood Risk Assessment for their locations is finalised and a planning application is submitted. The Clerk had received confirmation that an Environmental Permit would not be required. Once the application is submitted the Clerk would obtain a quote from Greenford Ltd for installation.
- 2024/068 Neighbourhood Plan
 The referendum for the Neighbourhood Plan would be held on 11th April 2024.
- 2024/069 Open Spaces - new litter bins
 The matter would be deferred to the May meeting as the Clerk had not received a quote in time for the meeting.

- 2024/070 Recreation Ground
(a) Fortnightly checks
The Clerk advised that the graffiti at the skate park had been cleaned, most of the graffiti had only faded and new graffiti had appeared. Once the concrete repairs had been completed, Members would review whether to paint the vertical surfaces.
(b) Outstanding items raised with Kompan in December 2023
Kompan had advised that the loose toadstools would be removed and reinstalled to rectify the problem with excess movement. The three tall toadstools were affected and although they were loose the equipment did not need to be closed off.
- 2024/071 Rights of Way & Southern footpath S106 Project
The contractors were waiting for the ground to dry out as they needed to transport materials around the edge of the Recreation Ground to complete the work.
- 2024/072 Traffic management
Members reported that the current SIDs were working and following the newly introduced 20mph zones, were set to the correct speed for their positions.
The Clerk confirmed that the County Council were considering the new locations and would then provide a quote for the new poles.
- 2024/073 Consultations - London Oxford Airport Airspace Change Proposal
Members noted the consultation.
- 2024/074 Finance
(a) Asset register
RESOLVED that the revised asset register be approved with assets totalling £454,094.
(b) 2023-24 year end bank reconciliation
RESOLVED that 2023-24 year end bank reconciliation would be approved with balances of Unity £66,604.45, Santander 1 £5,000.00, Santander 2 £71,062.39 and Equals prepayment card £177.31.
(c) 2023-24 budget v actual report
RESOLVED that the 2023-24 budget v actual report would be approved.

2024/074 Finance continued
(d) Receipts and Payments report

| | |
|--|------------|
| Receipts for March 2024 | |
| Cemetery fees x 2 | £720.00 |
| HMRC VAT claim | £14,892.02 |
| Receipts for April 2024 to date | |
| Precept | £46,400.00 |

RESOLVED that the following payments would be authorised:

Card payments March 2024

| | | | | |
|-----------------|----------------------|------------|-----|---------------|
| HP Inc UK Ltd | Mar ink subscription | 1082526649 | 156 | 11.99 |
| EE | Mar phone pack | EE12 | 157 | 4.50 |
| Royal Mail | postage | 1071-74 | 158 | 4.65 |
| Royal Mail | postage | 1075 | 159 | 1.55 |
| Subtotal | | | | £22.69 |

(New style of report due to change to Scribe accounting software.)

| Payments | | | |
|-----------------|------------------------------------|--------------------------------|-------------------|
| Voucher | Name | Description | Amount |
| 1 | OALC | Membership | 640.67 |
| 2 | Vision ICT | Email | 259.20 |
| 3 | SLCC | Membership | 197.54 |
| 4 | Tactical Facilities Management Ltd | Additional grounds maintenance | 346.80 |
| 5 | Root One Garden Centre | Tree planting | 41.88 |
| 6 | Oxford Oak | Art Trail | 12,056.40 |
| 7 | Shield Maintenance Ltd | Waste collection | 130.00 |
| 8 | Tactical Facilities Management Ltd | Grounds maintenance | 976.49 |
| 9 | Scribe | Software | 1,366.80 |
| 10 | Greenford Ltd | Art Trail | 17,076.00 |
| 11 | Royal Mail | Postage | 2.10* |
| 12 | J Currie | Mileage | 80.28 |
| 13 | J Currie | Salary | 1,505.00 |
| 14 | Oxfordshire Pension Fund | Pension | 521.45 |
| 15 | HMRC | NI & Tax | 437.32 |
| 16 | J Currie | Office Allowance | 26.00 |
| Subtotal | | | £35,663.93 |

* Transaction made using prepayment card.

(e) Councillors to authorise payments

RESOLVED that Cllrs Dalby and Morkos would authorise payments online.

RD & FM

Close of meeting

It was noted that the next ordinary meeting of the Council would be held at 7.15pm, on Tuesday 7th May 2024. This would include the Annual Parish Council Meeting. There being no further business the Chairman declared the meeting closed at 8.33pm.

Signed

Dated

Sutton Courtenay Parish Council

Scheme of Delegation

The Councils Scheme of Delegation authorises the Clerk to the Council/Responsible Finance Officer and Standing Committees to act with delegated authority in the specific circumstances detailed.

Proper Officer and Responsible Finance Officer

- To take action on any issue of such urgency, that it cannot wait until the next normal Council meeting. If circumstances permit, the Clerk would normally be expected to consult the Chairman or Vice Chairman if the Chairman is unavailable and take their view into account.
- To incur expenditure on behalf of the Council, which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £2,000.00
- To take any action regarding minor repairs (up to a cost of £2,000.00) and to report the minor matters to the relevant authority.

Delegated actions shall be in accordance with Standing Orders and Financial Regulations and in line with directions given by Council from time to time, and shall be reported to the next available Council meeting.

Staffing Committee

It will deal with HR issues and other contractual matter (except the resignation of staff members) and will have delegated authority to make all decisions relating to staff and their employment, except recruiting, termination, and decisions on hours in excess of core hours.

Neighbouring Parish Councils Joint Committee

The Parish Council appoints two Councillors to the committee. The Committee cannot commit the Parish Council to any activity that would incur expenditure without approval of the Full Council. If necessary, an additional or extraordinary meeting would be called.

Recreation Ground bookings

The Clerk can respond to enquiries for bookings of the Recreation Ground (including the skate park) as long as the booking is free of charge and does not interfere with the licenses in place with Sutton Courtenay Football and Cricket Clubs.

Allotment agreements (2023/076)

The Clerk would sign all allotment agreements on behalf of the Council and Village Hall Management Trust.

Summer break payments (2023/076)

During the first two weeks of August, the Clerk would circulate the monthly receipts and payment report to Councillors, along with copies of the invoices to be paid and organises for two Councillors to authorise the payments. (All payments must comply with the existing Financial Regulations.)

Summer break planning (2023/076)

If notification of a planning application is received in July or early August and an extension cannot be agreed to allow the application to be considered at the September meeting that the Clerk circulates the application to all Councillors and then seeks guidance from the Planning working party before replying to the application on behalf of the Council.

Delegation – Limitations

All decisions taken under delegated authority will be in accordance with the Councils Standing Orders and Financial regulations and this Scheme of Delegation, and where applicable any other rules/regulations and legislation. All decisions will be reported to the first appropriate Council meeting.

The Council may delegate the power to make individual decisions on individual items to the Proper Officer/Responsible Finance Officer and its Committees as and when appropriate.

© Copyright 2019

SLCC Members may use and adapt these documents within their own councils on the understanding that the copyright remains with the SLCC.

The Society of Local Council Clerks is a company limited by guarantee and registered in England and Wales with company registration number 10566132. Registered office: 8, The Crescent, Taunton, Somerset TA1 4EA.

Staff committee:

Membership: 4 Members including the Chairman and Vice Chairman
- Cllrs Rita Atkinson, Rob Dalby, Jason Warwick and Fiona Wolveridge.

Quorum: The quorum shall be 3 Members

Terms of Reference:

- To exercise the powers of Sutton Courtenay Parish Council in all policy matters, rules pertaining to discipline, staff grievances, health and safety at work and conditions of service that are required to be dealt with by the Council.
- The appointment of all Officers, in consultation with the Clerk.

Notes:

- The Clerk shall report any leave of absence (whether sickness or annual leave) to the Chairman or if they are not available the Vice Chairman. All other matters will be dealt with by the Committee.
- (If additional Officers are appointed.) The Clerk shall be responsible for the day-to-day management of Officers, appointments, disciplinary procedures and Health & Safety at Work.

Working parties:

Art Trail: Cllrs Teresa Field, Joanna O’Callaghan and Rob Dalby

Council Plan: Cllrs Rita Atkinson, Rob Dalby, Lyn Hodder, Joanna O’Callaghan,
Jason Warwick and Fiona Wolveridge

(The idea is to create a plan of priorities for the next 4 years and the draft plan should be presented to the Council in September 2023 for approval.)

Planning: Cllrs Rita Atkinson, Paul Galliver, Father Morkos and Hugo Raworth.
Plus Robin Draper, Russell Harmen and David Hignell.

Recreational Amenities: Cllrs Rita Atkinson, Lyn Hodder, Joanna O’Callaghan and Fiona
Wolveridge
Plus June Dunton and Tim Twaits.

(Covers all areas of Council land and potential new recreational facilities. Now includes Rights of Way.)

Village Hall: Cllrs Rob Dalby and Fiona Wolveridge
Plus the Clerk, Rita Atkinson (VH trustee) and Mary Warrington (VH treasurer)

Areas of interest:

Financial oversight: Cllr Rob Dalby

Cemetery: Cllr Joanna O’Callaghan

Defibs: Cllr Father Morkos

Environment: Cllr Jason Warwick

Speed Indicator Devices: Cllrs Rita Atkinson, Hugo Raworth and Jason Warwick

External committees:

| | |
|---|--|
| ADYP Advisory Board | Fiona Wolveridge |
| Didcot Garden Town Board – Parish Council Working Party (TBC) | Lyn Hodder |
| Didcot LCWIP (TBC) | Jason Warwick |
| FCC Liaison Committee | Joanna O’Callaghan Vacancy |
| Millennium Common Management Committee <i>In person, daytime</i> | Joanna O’Callaghan |
| Milton Park Liaison Committee | Rita Atkinson, Jason Warwick |
| Neighbourhood Plan Steering Group | Rita Atkinson, Rob Dalby, Joanna O’Callaghan |
| Neighbouring Parish Councils Joint Committee (HIF1) | Rita Atkinson, Hugo Raworth |
| Oxfordshire Parish Transport Representatives (PTR) <i>Tuesday July 16th at 1.30pm online</i> | Jason Warwick |
| RWE Local Liaison Committee (Didcot Power Station) | Rita Atkinson (sub Jason Warwick) |
| UKAEA Technology <i>in person, daytime</i> - Culham Local Liaison Committee - Harwell Local Liaison Committee (TBC) | Lyn Hodder Lyn Hodder |

Trusts:

- The Parochial Charities 235924 (4 years from February 2023, 4 people)
Cllrs Rita Atkinson and Joanna O’Callaghan. Plus *William Hanks* and *David Hignell*
- Village Hall 300213 (1 person) Cllr Rob Dalby
- Sutton Courtenay (National Power) Trust 1075049 (can be all Cllrs, 6 people) Rita Atkinson, Rob Dalby, Lyn Hodder, Joanna O’Callaghan, Jason Warwick and Fiona Wolveridge

Sutton Courtenay Parish Council

Item 13 Subscriptions

Society of Local Council Clerks (SLCC)

National Association of Local Councils (NALC) & Oxfordshire Association of Local Councils (OALC)

Institute of Cemetery and Crematorium Management (ICCM)

Parish Online (mapping software)

Wilts & Berks Canal Trust (local charity)

Item 14 Standing Orders and Direct Debits

Information Commissioner's Office (ICO)

Clerk – salary

Clerk – home office allowance

Oxfordshire Pension Fund

Unity bank – quarterly service charge

Sutton Courtenay Parish Council

All meetings start at 7.15pm and will be held in Sutton Courtenay Village Hall unless otherwise stated.

Tuesday 7th May 2024

Tuesday 4th June 2024

Tuesday 2nd July 2024

No August meeting

Tuesday 3rd September 2024

Tuesday 1st October 2024

Tuesday 5th November 2024

Tuesday 19th November 2024 Grants & Budget setting

Tuesday 3rd December 2024

Tuesday 7th January 2025

Tuesday 4th February 2025

Tuesday 4th March 2025

Tuesday 1st April 2025 - 7.15pm Annual Electors' Meeting followed by Council

Tuesday 6th May 2025 Annual meeting of the Council

Sutton Courtenay Parish Council

Planning Applications for consideration on Tuesday 7th May 2024

| Application no | Comments deadline | Location | Proposal | Link to view online |
|----------------|----------------------|--|---|---|
| P24/V0678/FUL | 1 st May | Land adjacent to 3 High View Court, Drayton Rd | Erection of a self-build infill dwelling and associated infrastructure. | https://data.whitehorsedc.gov.uk/java/s (RA) |
| P24/V0899/HH | 16 th May | 49 Milton Road, Sutton Courtenay | Erection of detached garage. | https://data.whitehorsedc.gov.uk/java/s (PG) |

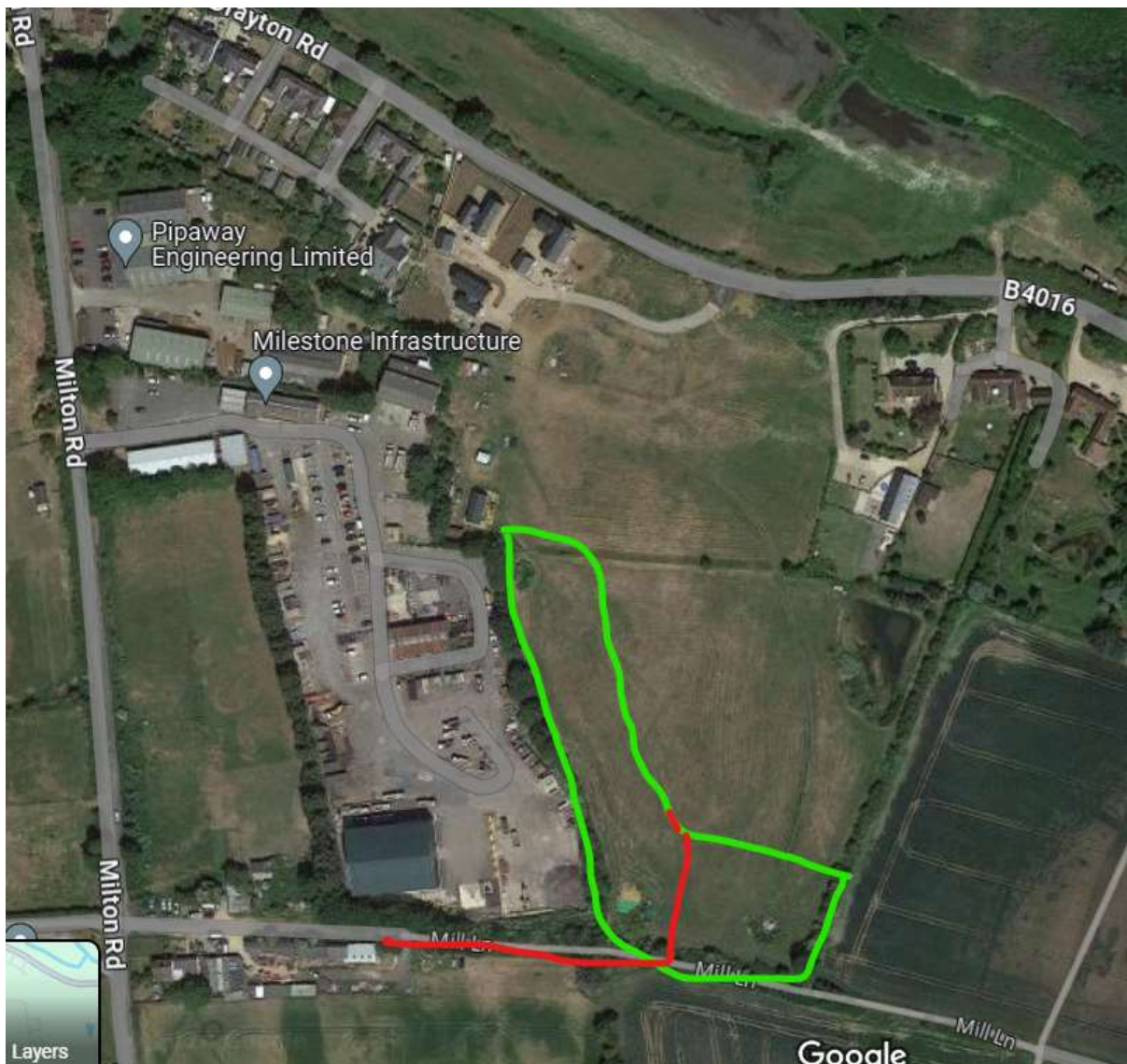
Additional Planning Correspondence:

| | |
|--|--|
| P24/V0897/DIS Land north of Hobbyhorse Lane | https://data.whitehorsedc.gov.uk/java/support/Main.jsp?MODULE=ApplicationDetails&REF=P24/V0897/DIS Discharge of condition 20 (Groundwater Sampling and Testing) on application P21/V2682/O. |
| P24/V0150/S73 - Amended plans Atwood House, Appleford Road | https://data.whitehorsedc.gov.uk/java/support/Main.jsp?MODULE=ApplicationDetails&REF=P24/V0150/S73 An amended plan was been submitted which replaces the proposed evergreens with lime trees, which addresses the issues raised in the Parish Council's objection. The Forestry Officer's comments have not entirely been addressed. |
| P23/V2576/O - Notice of meeting of Planning Committee - Wednesday 8 th May at 7pm | https://democratic.whitehorsedc.gov.uk/ieListDocuments.aspx?CId=102&MId=3154&Ver=4 Outline planning application with all matters reserved except for access for the redevelopment of 2morrow Court for residential purposes. |

Decision lists:

| Application no | Location | Proposal | Decision |
|----------------|---------------------------------------|---|----------|
| P23/V0752/FUL | The Coach House, Abingdon Road, SC | Retention of separate dwelling in breach of condition 3 of permission P07/V1488/FUL | REFUSED |

From Mark Doodes Planning: Peewit Farm



Crudely, we are looking at the area in green (this may expand as from memory there is some land sterilised due to overhead power lines) for 7-8 new self-build plots in exchange for the remainder of the site being donated (for £1) to the Parish as a new public park. The other option is develop the northern or southern half in a similar way, leaving the other half as a park. Either option would be part of a legal agreement.

I have indicated the new footway in red, which would link back to Drayton Road allowing cyclists and walkers to avoid the T-Junction. Obviously the park itself will be a community gain and there is scope too for some allotments possibly and other uses which can be discussed with the Parish.

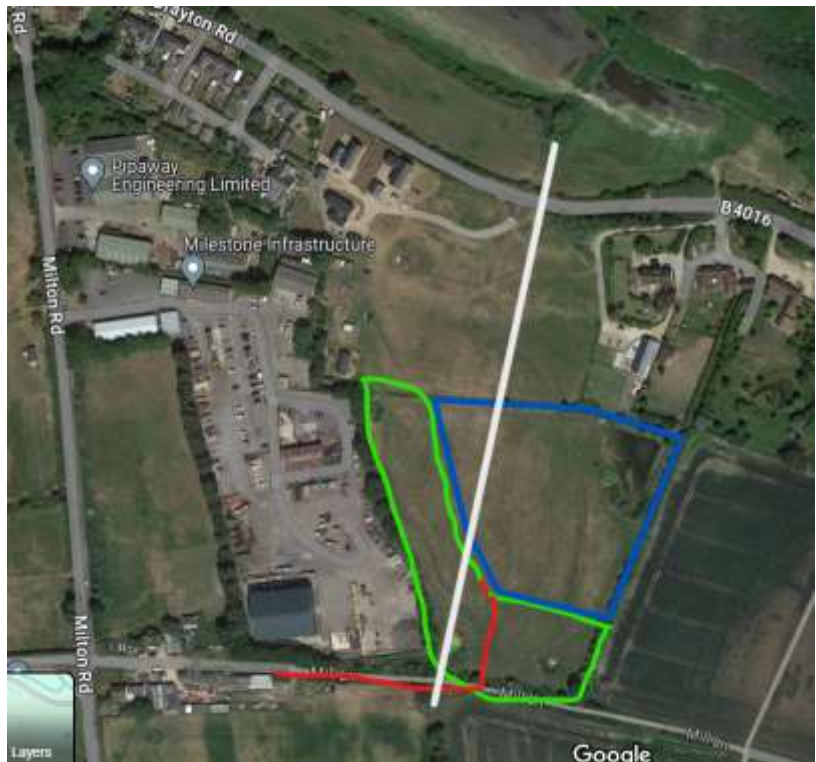
Clerk's comments:

The area being proposed as a public space is roughly outlined in blue, the white line is the approximate line of the overhead cables.

The entire site was in the pre-referendum version of the Neighbourhood Plan as Green Gap A3d (this was rejected by the inspector).

There is a pond in the north east corner of the area outlined in blue.

Mill Lane is a bridleway. The proposed vehicle access will be via Drayton Road and High View Court to the north of the site.



Policing Matters

From: jasonwarwick@suttoncourtenay-pc.gov.uk

Sent: Tue, 30 Apr, 2024 at 09:20

To: 'Sutton Courtenay PC Clerk', fathermorkos@suttoncourtenay-pc.gov.uk,
hugoraworth@suttoncourtenay-pc.gov.uk, ritaatkinson@suttoncourtenay-pc.gov.uk,
lynhodder@suttoncourtenay-pc.gov.uk, joannaocallaghan@suttoncourtenay-pc.gov.uk,
robertdalby@suttoncourtenay-pc.gov.uk, teresafield@suttoncourtenay-pc.gov.uk,
fionawolveridge@suttoncourtenay-pc.gov.uk, paulgalliver@suttoncourtenay-pc.gov.uk

Hi All,

Below is an update from Mathew Barber our Police and Crime Commissioner (PCC) following a meeting with him, initiated by a group of my neighbours who are worried about increasing crime.

I can provide further update at our next meeting and agree how best to liaise with our policing colleagues in future.

Good morning all,

Apologies for taking a couple of days to get back to you. The local sergeant had responded very promptly, but I'm afraid I've been rather tied up the last couple of days.

I've shared the issues we discussed on Wednesday, and Sgt Emma Birch has asked to PCSO Luc Chappell to proactively seek to re-engage with the parish council to rebuild that relationship which has clearly been lost over recent years.

Although clearly the message for the wider public will always be to report crimes in progress and emergencies to 999; and non-emergencies and crime reports to 101 or at thamesvalley.police.uk; I did mention the neighbour team's email inbox.

As part of the wider team managed by the Inspector the email to use for what I might call "intelligence reports" or concerns is AbingdonNHPT@thamesvalley.police.uk. There is also a webform that people can use at <https://www.thamesvalley.police.uk/area/your-area/tvp/south-vale/abingdon-outer/contact-us/> but I entirely accept for some it is not that user friendly.

Jason, as above I am expecting PCSO Chappell to be in touch with the parish in due course but do please pass these contact details to the clerk if helpful and come back to me if there are any further issues.

Hopefully through that contact you can deal with those further questions about specific local priorities and resourcing. We touched on recruitment, particularly for PCSO, and if anyone is interest in sharing the best place to find out more is: <https://tvpcareers.co.uk/>. There is a brief hiatus in PCSO recruitment between tranches of candidates but I would expect this to reopen soon. Applications are currently open for both police officers and Special Constables.

Best
Matthew

Request to install new bins

1. Purpose of report

This report is to consider installing a new bin at the cemetery and a new bin on the High Street opposite Hari & Esha News.

2. Background information

Cemetery: The current bin is emptied weekly and is always full when emptied. There has been an increase in the number of interments at the cemetery over the past 2 years when compared to previous years and therefore there are more visitors to the cemetery, laying flowers and disposing of the packaging and old flowers in addition to small amounts of general litter.

Hari & Esha News: During the recent work to replace the noticeboards at the shop the business owners highlighted the issue with litter in the area and how they do often put items in their bins. There is a suitable space opposite the shop on the grass verge for a bin.

3. Costs

125l bin: £388.30 + installation £168.60

240l bin: £774.38 + installation £168.60

Total: £1,499.88

Collection service-

125l bin: £182 per year for a weekly service

240l bin: £312 per year for a weekly service

4. Financial considerations

The cost of purchasing and installing the bins could be funded from CIL (we currently hold over £100k). The cost of emptying the cemetery bin had been budgeted at the smaller size but the shortfall would be covered by the cemetery maintenance budget. The cost of emptying the High Street bin would take us over the planned budget for 2024-25.

5. Legalisation

Litter Act 1983, ss.5-6 The power to provide and maintain litter bins in streets or other public spaces and contribute to their provision and maintenance.

6. Recommendations

That a standard bin is purchased for the High Street and that a large bin is purchased for the cemetery.

That CIL funds are used for the purchase and installation.

That both bins are installed by and emptied by Shield Maintenance Ltd, the contractor who currently empties our bins.

Noticeboards, benches and trees

From: Helen Kendrick <rector@damascusparish.org.uk>

Sent: Wed, 10 Apr, 2024 at 14:06

To: Sutton Courtenay Parish Clerk, Cllr Atkinson, Alison Budd

Dear Jenny and Rita

I would appreciate you bringing this email to the attention of the Parish Council from the Sutton Courtenay Local Church Committee.

First, we want to thank the Parish Council for all the work that has gone into renewing the noticeboard on the Green and the noticeboards outside Hari & Esha News, along with the installation of the very attractive benches around the village. They really do enhance our village environment and we really appreciate all the time and effort that has gone into making this happen.

However, we are also writing to express our concern at the positioning of two of the trees on the Village Green. Unfortunately they have been planted right in the middle of where we put gazebos etc when running community events on the Green. I am concerned that, not only will they be in the way, and increasingly so as they grow, but they are also in danger of being accidentally damaged by volunteers putting up gazebos or arranging stalls etc when such events are run.

Is there another part of the village where they could be moved to which doesn't impede the holding of community events and diminish the open space of the Village Green?

I look forward to hearing from you.

With all good wishes

Helen

The Reverend Canon Helen Kendrick

Rector of the DAMASCUS Parish

(Drayton, Appleford, Milton, Sutton Courtenay and Steventon)

Our vision is to be a living Christian presence at the heart of our communities - nurturing faith, bringing hope and sharing love

The Rectory, 3 Tullis Close, Sutton Courtenay, Abingdon

Oxfordshire, OX14 4BD

Tel: 01235 848297. email: rector@damascusparish.org.uk

or The DAMASCUS Parish Office, All Saints' Church, Sutton Courtenay, Abingdon, OX14 4AE

Tel: 01235 847179

www.damascusparish.org.uk

My day off is Friday and there may be a delay in responding if you send something on Thursday evenings or on Fridays

S106 contribution 13V50 - ATP contribution

From: Janette Hinton-Smith [REDACTED]
Sent: Tue, 9 Apr, 2024 at 17:31
To: Jennie Currie (info@suttoncourtenay-pc.gov.uk)

[S106 Cont 13V50 ATP.xlsx](#) (11.7 KB)

Hi Jennie

Please see attached S106 contribution report from legal agreement 13V50.

Wantage Town Football Club (WTFC) have made an application for S106 funds to use towards their installation of a full sized 3G artificial pitch, floodlights, team shelter, fencing, paving and storage. Total project cost £1,218,837.60. Total S106 contributions sought £333,823.84.

As part of the S106 contribution provision WTFC would like to use the S106 contribution on the attached spreadsheet. 'Artificial all weather pitch contribution for use within 10 miles of Sutton Courtenay'. This contribution expires December 2025.

Please would you raise this request with your parish councillors.

Thank you for your assistance and I hope the parish council will look favourably upon WTFC request.

Kind regards

Janette

Additional information: This funding was previously allocated to the Wessex Leisure Centre but that project will not be preceding within the S106 deadline.

Janette Hinton-Smith
Infrastructure Implementation Officer
Finance
South Oxfordshire and Vale of White Horse District Councils
[REDACTED] 1 before you dial)
[REDACTED]

Abbey House, Abbey Close
Abingdon, Oxon. OX14 3JE

www.southoxon.gov.uk<<http://www.southoxon.gov.uk>>
www.whitehorsedc.gov.uk<<http://www.whitehorsedc.gov.uk>>

To find out more about how the councils hold, use and store your personal data, please click on the appropriate link:

South Oxfordshire District Council<<https://www.southoxon.gov.uk/south-oxfordshire-district-council/about-the-council/privacy/privacy-policy/>> Vale of White Horse District Council<<https://www.whitehorsedc.gov.uk/vale-of-white-horse-district-council/about-the-council/privacy/privacy-policy/>>

Details of Vale District Council s106 contributions secured relating to developments in Sutton Courtenay

Status Colours

Spent/Allocated

Less than 2 years remaining

P13/V0401/O (13V50) - Milton Road Sutton Courtenay OX14 4BT (Agreement dated 26 July 2013)

| Trigger | Infrastructure Type | Secured Amount | Towards | Received | Date Received | Spend By | Spent Amount | Spend Status | Spend Recipient | Balance |
|-------------|---------------------|----------------|--|-----------|---------------|------------|--------------|--------------|----------------------------|---------|
| Occupations | Outdoor Sport | £4,096.00 | An artificial all weather pitch in the vicinity (within 10 miles of the Parish of Sutton Courtenay) - £64 per dwelling 64 Dwellings Index Linked. | £4,278.49 | 02/12/2015 | 02/12/2025 | £4,278.49 | Requested by | Wantage Town FC - possibly | £0.00 |

Jennie Currie
Sutton Courtenay Parish Council

9 April 2024

Dear Jennie,

Sutton Courtenay Parish Council

Final Audit Report

The internal audit for the 23-24 financial year is now complete. I am pleased to be able to report that I have signed off the internal audit section of the Annual Governance and Accountability Return (AGAR) for with no comments.

As stated in the engagement letter, the scope of our work is limited to completing the audit testing and enquiries we deem necessary to complete Section 4 of the Annual Report for Local Councils in England. We do not provide assurance over or accept responsibility for areas of work not included in this scope, unless specifically agreed with the Council during the financial year.

In providing internal audit services we are not conducting a financial statement audit in accordance with standards and guidelines issued by the Audit Practices Board and our procedures are not designed to provide assurance over the reliability and quality of your financial statements and management information – that is the job of external audit.

We are required by the Annual Internal Audit Report included in the Annual Governance and Accountability Return (AGAR) to review controls in place at the Council against predefined control assertions. These control assertions are set out below, together with the results of my internal audit work for 23-24. Recommendations are set out at Appendix A. I set out a schedule of tests not completed at this audit at Appendix B, these tests are not relevant to this Council.

The audit was carried out in two stages. The interim audit was carried out remotely on 15 November, this concentrated on in year financial transactions and governance controls. The final audit was carried out remotely on 9 April and concentrated on the statement of accounts and balance sheet.

☎ 07958 990310

✉ mike@aprilskies.co.uk

Company Registration Number 14174016
6 Uplands Road. Farnham GU9 8BP

A - Appropriate books of account have been kept properly throughout the year

Interim Audit

The Council maintains financial records on an excel spreadsheet. My testing confirmed that receipts and payments are balanced to the cashbook and reconciled to bank statements on a regular basis. In the course of my testing I confirmed there is a clear audit trail from the accounts to supporting documentation such as invoices. The Council may wish to consider installing an accountancy system, such as Scribe / RBS Alpha or Edge, given increased levels of turnover. This would

- Save time for office staff (for example in producing financial reports or the VAT return)
- Reduce risk of manual error
- Improve financial reporting available to the Council.

I was able to agree the opening balances in the cashbook back to the audited accounts for 22-23, by recreating the bank reconciliation for the year. I checked arithmetic within the spreadsheet and found no error that will impact on the accounting statements.

The Council last submitted a VAT claim for the period November 22 to February 23. This was audited as part of my 22-23 work. It is recommended that the Council moves to a system of reclaiming VAT twice a year, and that the VAT claims should align with the financial year end – i.e – claim 1 for April to September, and claim 2 for October to March.

The Council received a clear audit certificate in 22-23, with a minor point reporting that follow up information was requested. There is nothing to take forward to the 23-24 accounting year.

Final Audit

The accounting statements have been agreed back to year end reports produced from the accounting system. All comparatives reported in the financial statements have been agreed back to the audited 22-23 accounts, as published on the Council website.

I confirmed that the Council has submitted 2 VAT returns in 23-24, covering the whole of the financial year. The VAT return for the period 1 October 23 to 28 Feb 24 was submitted on 4 March 24. The Council is up to date with VAT submissions.

I am pleased to note that the Council has set up the Scribe accounting system for the 24-25 financial year. This will assist in making managing of the Council's finances more efficient.

My interim report was considered at the December Council meeting (minute 209b)

☎ 07958 990310

✉ mike@aprilskies.co.uk

Company Registration Number 14174016
6 Uplands Road. Farnham GU9 8BP

B - The Council's financial regulations have been met, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for

Interim Audit

Standing Orders and Financial Regulations are based on NALC templates. These were last reviewed at the Council meeting in May 2023 – minute 2023/079. The Council should note that NALC is currently working on a rewrite of the Financial Regulations template, this will need to be considered when SCPC next reviews its own regulations.

The Council has a clear process for making payments to suppliers. Each month the Clerk prepares a payment list, which is presented to the Council meeting, along with paper copies of invoices. Invoice approvals are listed in minutes. Payments are then set up by the Clerk and authorised at bank by 2 councillors. There is adequate separation of duties in this system.

I carried out a sample test of non-pay expenditure transactions selected at random from cashbook throughout the financial year. I was able to confirm the following for all transactions:

- Payment agreed to invoice
- Expenditure appropriate for this Council
- Payment approval noted in minutes
- VAT accounting correct

Final Audit

Non pay expenditure per box 6 to the accounts amounted to £ 169,841, down from £320,493 in 23-24 .

I tested 4 further payments amounting to £64K. I agreed accounting entries to invoice, and confirmed, by viewing the Council's bank account, that all payments had been set up at bank by the Clerk and approved by 2 councillors. For all payments tested I was able to confirm that financial regulations had been followed.

C - The Council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Interim Audit

The Council is insured with Hiscox on a standard local council package,. The policy was in date at time of audit, with a start date of 1/10/23, running “until the policy is cancelled”. Asset cover appeared satisfactory. Assets insured are:

☎ 07958 990310

✉ mike@aprilskies.co.uk

Company Registration Number 14174016
6 Uplands Road. Farnham GU9 8BP

April Skies

Accounting

| Item description | Excess | Amount Insured |
|-------------------------|--------|----------------|
| Total Buildings | £250 | £27,558 |
| Gates and fences | £250 | £20,000 |
| Fixed outside equipment | £250 | £1,000 |
| Street furniture | £250 | £23,790 |
| War memorials | £250 | £32,959 |
| Playground equipment | £250 | £345,600 |
| Sports surfaces | £250 | £0 |
| Other surfaces | £250 | £10,000 |
| Rent receivable | £250 | |

Money cover is sufficient at £250K. This is comfortably in excess of cash balances held by the Council. The Council is not covered for cyber risks in the insurance policy. I recommend that cyber risks are considered as part of the risk assessment going forward, and that consideration given to purchasing cyber insurance if the Council considers this necessary.

The Council backs up computer data to Google Drive. The laptop has a live backup to Google Drive which includes the HMRC PAYE Basic data. The email system is held on a remote server with the IT provider.

In response to recommendations raised at my last audit, the Council has now drawn up a Risk Management Policy, which includes the Council's risk register. I reviewed the schedule of risks relating to finances and administration of the Council, this appears sufficient for a Council of this size and activity level. The risk assessment was considered at the Full Council meeting in November 2023 – Agenda item 16a)

The Council considered my last report at the meeting in June 23 – minute 2023/110. Minutes show proper consideration and discussion of recommendations raised.

D - The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Interim Audit

The Council is well advanced in preparation of the 24-25 precept and budget. The draft budget will be considered at the meeting on 21 November, reserves will be reviewed as part of this process. The budget and precept will be further reviewed at the meeting in December, with a January meeting available for any late amendments. I am satisfied that all precepting authority deadlines should be met.

☎ 07958 990310

✉ mike@aprilskies.co.uk

Company Registration Number 14174016
6 Uplands Road. Farnham GU9 8BP

I confirmed regular budget monitoring reports, as required by financial regulations, are being produced for Council meetings, by reviewing minutes. I confirmed that the quarter one budget and reserves report was discussed at the July meeting of Full Council (minute 2023/128) I reviewed the Council's budget position at the end of September 2023. No budget overspends were identified, with funding streams identified for projects.

Final Audit

Reserves at 31 March 2024 were £142,844 (22-23 £158,174).

The Council records reserves on a separate tab on the accounts workbook, transfers are made in and out of reserve accounts in the course of the year as reserves funds are spent or increased. Reserve balances at 31.3.24 were:

| Reserve | Balance at 31.3.24 (£) |
|-----------------|------------------------|
| Village Hall | 10,865 |
| CIL | 101,454 |
| SI06 Paths | 2,768 |
| General Reserve | 27,758 |
| TOTAL | 142,845 |

General reserves at year end were £27,758. This represents 35% of precept, which is at the lower point of recommended levels set out in the NALC Practitioners' Guide. The Council should take care to ensure that reserves do not fall below this level. I note that the precept for 24-25 has been increased by £10k to improve the general reserve.

The budget and precept for 24-25 were reviewed and approved at the Full Council meeting on 5 December 2023 (minutes 23/210) A precept of £92,800 was set. The budget is published within minutes, and will be loaded on to the Scribe accounting system which will be used for 24-25.

I am satisfied that the Council met the requirements of this control objective.

E - Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

Interim Audit

I tested 2 transactions, with a value of £4.8K. For both transactions tested I agreed cash book entry to remittance advice notes from principal councils

Final Audit

Precept per box 2 to the accounts was £79,500 (22-23 £79,262). This has been agreed to third party documentation provided by external audit.

☎ 07958 990310

✉ mike@aprilskies.co.uk

Company Registration Number 14174016
6 Uplands Road. Farnham GU9 8BP

Income per box 3 to the accounts was £103,723 (22-23 £234,345). I reviewed 2 large credits selected from the cashbook, amounting to £75K. These were agreed to remittance information from the district council and were checked into the bank account. I also confirmed that these receipts were allocated to appropriate earmarked reserves

I am satisfied that the requirements of this control objective have been met.

F - Petty cash payments were properly supported by receipts; all petty cash expenditure was approved and VAT appropriately accounted for.

Satisfactory. My testing confirmed that the Council does not use petty cash.

G- Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.

Interim and Final Audits

Staff costs per box 4 to the accounts were £28,712 (22-23 £17,748).

I tested the August 2023 payment to the Clerk, and was able to agree the cashbook entry to payslip. From there I was able to confirm gross pay to pay award for as published on the JNC payscale for 22-23 (still in force at the time of my audit). I checked payment made to HMRC back to the payroll for August.

I have one recommendation. The Clerk should be issued with a new contract, to reflect increased hours agreed with the Council. The existing contract states working hours are 80 per month.

At the final audit I confirmed that box 4 to the accounts only included costs relating to the employment of staff, as required by regulations.

H - Asset and investments registers were complete and accurate and properly maintained.

Final Audit

Fixed Assets per box 9 to the accounts were £454,094 (22-23 £367,157)

The figure in the accounts has been agreed to the fixed asset register. The asset register correctly accounts for all assets at cost. This follows accounting rules set out in the Practitioners' Guide. The RFO provided details of changes to the asset register in 22-23 as follows

- Assets added to asset register £89K. This includes 12 bench seats, these have been checked to invoice for correct accounting
- Disposals - £1.5K

☎ 07958 990310

✉ mike@aprilskies.co.uk

Company Registration Number 14174016
6 Uplands Road. Farnham GU9 8BP

I recommend that the asset register is transferred on to the Scribe system in the course of the next few months, this will improve accounting records and reduce any risk of error

I – Periodic and year-end bank account reconciliations were properly carried out.

Interim Audit

I was able to confirm that the bank account is reconciled to the cashbook each month, via the cashbook spreadsheet. I was also able to confirm, by reference to minutes of council meetings, that the bank reconciliation is reviewed regularly.

I reformed the September bank reconciliation. For all bank accounts I was able to agree the balance on the bank reconciliation back to bank statements and cashbook balances recorded on the excel spreadsheet. Prepayment card balance of £200 has been agreed to a statement from the provider.

I note that the reconciliation has been reviewed by Councillor Dolby , and this review properly evidenced on the reconciliation and the bank statements. The reconciliation was reported to the October Council meeting (minute 2023/164).

Final Audit

Cash per box 8 to the accounts was £142,844 (22-23 £158,174)

I reformed the year end bank reconciliation. For all bank accounts I was able to agree the balance on the bank reconciliation back to bank statements and cashbook balances recorded in the accounting work book . I recreated the year end bank reconciliation using date extracted from the cashbook, to ensure arithmetic in the cashbook and the reconciliation was correct.

The bank reconciliation was had not yet been reviewed by a councillor, this is to be expected given that the audit was completed in the first week of April. The review should be completed before files are sent to external audit.

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, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.

Satisfactory – Accounts have been produced on a receipts and payments basis, this is appropriate as income and expenditure at the Council is below £200k. Table I below sets out levels of receipts and payments over the last three accounting years.

☎ 07958 990310

✉ mike@aprilskies.co.uk

Company Registration Number 14174016
6 Uplands Road. Farnham GU9 8BP

| | 21-22 | 22-23 | 23-24 |
|------------|--------|--------|--------|
| Receipts £ | 114585 | 313607 | 183223 |
| Payments £ | 75319 | 338241 | 198552 |

This confirms the account is permitted to produce accounts on the receipts and payments basis.

K: If the authority certified itself as exempt from a limited assurance review in 22-23, it met the exemption criteria and correctly declared itself exempt.

Not applicable, limited assurance review completed in 22-23

L: The Authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements

Yes – the Council has published statutory documentation as required by the 2015 Transparency Code. The Council has an up to date website, and the 22-23 AGAR and audit certificate can easily be located on the website. Minutes of Council meetings are published on the website and were up to date at the time of my audit.

M - Arrangements for Inspection of Accounts

Inspection periods for 22-23 accounts were set as follows

| Inspection - Key date | 22-23 Actual |
|-----------------------------------|---------------------|
| Accounts approved at Full Council | 10 May Full Council |
| Date Inspection Notice Issued | 13 June |
| Inspection period begins | 14 June |
| Inspection period ends | 25 July |
| Correct length | Yes |

The Council has met the requirements of this control objective.

☎ 07958 990310

✉ mike@aprilskies.co.uk

Company Registration Number 14174016
6 Uplands Road. Farnham GU9 8BP

N: Publication requirements 22-23 AGAR

The statement of accounts, annual governance statement and the external audit certificate for 22-23 are published on the transparency page on the Council website. The Conclusion of Audit certificate was published on 14 September, after the date of the audit certificate (8 September). The audit certificate was clear, bar a minor point in the matters arising section about working paper submission. The external audit certificate was reported to the October meeting of Full Council (minute 2023/164b). An archive of AGAR reporting is held on the website, as required by regulations.

O - Trust funds (including charitable) The council met its responsibilities as a trustee.

Satisfactory –The Council has confirmed to me that the Council is not sole trustee of a charity.

I attach my invoice for your consideration together with the internal audit report from the AGAR. I would like to take this opportunity to thank you for your help with the audit. I look forward to working with you again next year, in the meantime please do not hesitate to contact me if I can be of any assistance.

Yours sincerely



Mike Platten CPFA

☎ 07958 990310

✉ mike@aprilskies.co.uk

Company Registration Number 14174016
6 Uplands Road. Farnham GU9 8BP

Appendix A – Recommendations

Points Forward – Action Plan - Interim Audit

| Matter Arising | Recommendation | Council Response |
|--|---|---|
| The Council may wish to consider installing an accountancy system, such as Scribe / RBS Alpha or Edge, given increased levels of turnover. | This would <ul style="list-style-type: none"> - Save time for office staff (for example in producing financial reports or the VAT return) - Reduce risk of manual error - Improve financial reporting available to the Council. | Now implemented |
| The Council last submitted a VAT claim for the period November 22 to February 23. | It is recommended that the Council moves to a system of reclaiming VAT twice a year, and that the VAT claims should align with the financial year end – i.e – claim 1 for April to September, and claim 2 for October to March. | Now up to date |
| The Council is not covered for cyber risks in the insurance policy. | I recommend that cyber risks are considered as part of the risk assessment going forward, and that consideration given to purchasing cyber insurance if the Council considers this necessary. | Council resolved not to take up insurance, will be added to risk assessment |
| The clerk should be issued with a new contract, to reflect increased hours agreed with the Council. | The existing contract states working hours are 80 per month | No in place |

No recommendations at final audit

Appendix B

Internal Audit Control Objectives – Marked as not covered

| Control Objective | Area for Audit | Why this has not been audited |
|-------------------|---|---|
| F | Petty Cash | No petty cash at this council |
| K | Exemption from limited assurance review | Council had limited assurance review in 22-23 |
| O | Trust Funds | No trusts at this council |

☎ 07958 990310

✉ mike@aprilskies.co.uk

Company Registration Number 14174016
6 Uplands Road. Farnham GU9 8BP

Annual Internal Audit Report 2023/24

SUTTON COURTENAY PARISH COUNCIL

<https://www.suttoncourtenay-pc.gov.uk/>

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

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

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

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

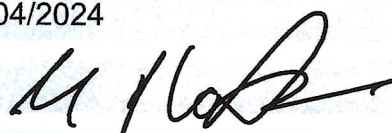
Date(s) internal audit undertaken

15/11/2023 09/04/2024

Name of person who carried out the internal audit

M PLATTEN CPFA

Signature of person who carried out the internal audit



Date

09/04/2024

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

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

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

Sutton Courtenay 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 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. | ✓ | | | 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. |
| | | | ✓ | |

***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:

07/05/2024

and recorded as minute reference:

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

Chair

Clerk

www.suttoncourtenay-pc.gov.uk

Section 2 – Accounting Statements 2023/24 for

Sutton Courtenay Parish Council

| | Year ending | | Notes and guidance |
|---|--------------------|--------------------|--|
| | 31 March 2023 £ | 31 March 2024 £ | |
| 1. Balances brought forward | 182,808 | 158,174 | <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 | 79,262 | 79,500 | <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 | 234,345 | 103,723 | <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 | 17,748 | 28,712 | <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 | 0 | 0 | <i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i> |
| 6. (-) All other payments | 320,493 | 169,841 | <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 | 158,174 | 142,844 | <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 | 158,174 | 142,844 | <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 | 367,157 | 454,094 | <i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i> |
| 10. Total borrowings | 0 | 0 | <i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i> |

| 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



Date

11/04/2024

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

07/05/2024

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED