

GATEFORTH PARISH COUNCIL – 13TH MAY 2020

ANNUAL RETURN 2019-20

1. I have attached the draft Annual Return for 2019-20. These documents, together with the financial records, have been submitted to the Internal Auditor. His report is anticipated before the meeting.
2. As the Council has an income and expenditure of less than £25K there is no longer a requirement for an External Audit, but the Council needs to certify itself as exempt.
3. The total income in 2019-20 was £7,431, with expenditure £9,807. However £2,855 of this expenditure was Capital, with the General Fund expenditure at £6,952 so there was a small revenue surplus.
4. The only significant variation is VAT recovery income which increased due to the delivery of a number of projects where VAT was incurred.
5. There is a carry forward balance of £38,582 which comprises £33,661 revenue and £4,921 Capital.
6. Original signatures will be needed on all the relevant documents before the Audit is complete.
7. Regulations have been amended this year to allow an extension to the Audit deadline, but this will not be needed.

Recommended that

1. **The Exemption Certificate be signed by the Chair and Clerk**
2. **The Annual Governance Statement for 2019-20 be approved and Chair and Clerk be authorised to sign**
3. **The Accounting Statements for 2019-20 be approved and Chair and Clerk be authorised to sign**
4. **The comments of the Internal Auditor be considered.**
5. **The Internal Auditor (Chris Phillipson) be reappointed for 2020-21.**

Annual Governance and Accountability Return 2019/20 Part 2

To be completed only by Local Councils, Internal Drainage Boards and other smaller authorities* where the higher of gross income or gross expenditure was £25,000 or less, that meet the qualifying criteria, and that wish to certify themselves as exempt from a limited assurance review

Guidance notes on completing Part 2 of the Annual Governance and Accountability Return 2019/20

1. Every smaller authority in England where the higher of gross income **or** gross expenditure was £25,000 or less **must**, following the end of each financial year, complete Part 2 of the Annual Governance and Accountability Return in accordance with *Proper Practices*, unless the authority:
 - a) does not meet the qualifying criteria for exemption; or
 - b) does not wish to certify itself as exempt
2. Smaller authorities where the higher of all gross annual income **or** gross annual expenditure **does not exceed** £25,000 and that meet the qualifying criteria as set out in the Certificate of Exemption **are able to declare themselves exempt** from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review **provided** the authority **completes**:
 - a) The **Certificate of Exemption**, page 3 and returns a copy of it to the external auditor **either** by email **or** by post (not both) **no later than 30 June 2020**. Failure to do so will result in reminder letter(s) for which the Authority will be charged £40 +VAT for each letter; and
 - b) The **Annual Governance and Accountability Return (Part 2)** which is made up of:
 - **Annual Internal Audit Report (page 4)** to be completed by the authority's internal auditor.
 - **Section 1 – Annual Governance Statement (page 5)** to be completed and approved by the authority.
 - **Section 2 – Accounting Statements (page 6)** to be completed and approved by the authority.**NOTE: Authorities certifying themselves as exempt SHOULD NOT send the completed Annual Governance and Accountability Return to the external auditor.**
3. The authority **must** approve Section 1 Annual Governance Statement before approving Section 2 Accounting Statements and both **must** be approved and published on a website **before 1 July 2020**.

Publication Requirements

Smaller authorities **must** publish various documents on a public website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities. These include:

- **Certificate of Exemption**, page 3
- **Annual Internal Audit Report 2019/20**, page 4
- **Section 1 – Annual Governance Statement 2019/20**, page 5
- **Section 2 – Accounting Statements 2019/20**, page 6
- Analysis of variances
- Bank reconciliation
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

Limited Assurance Review

Providing the authority certifies itself as exempt, and completes and publishes the Annual Governance and Accountability Return, there is **no** requirement for the authority to have a limited assurance review.

Any smaller authority may, however, request a limited assurance review. In these circumstances the authority should **not certify itself as exempt, and not complete the** Certificate of Exemption, but complete Part 3 of the Annual Governance and Accountability Return 2019/20 and return it to the external auditor for review together with the supporting documentation requested by the external auditor.

The cost to the smaller authority for the review will be **£200 +VAT**.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

**for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*

Guidance notes on completing Part 2 of the Annual Governance and Accountability Return 2019/20, Sections 1 and 2

- An authority that wishes to declare itself exempt from the requirement for a limited assurance review must do so at a meeting of the authority after 31 March 2020. It should not submit its Annual Governance and Accountability Return to the external auditor. However, as part of a more proportionate regime, the authority **must** comply with the requirements of the Transparency Code for Smaller Authorities.
- The Certificate of Exemption must be returned to the external auditor no later than 30 June 2020. Reminder letters will incur a charge of £40 +VAT for each letter.
- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return and the Certificate of Exemption. Proper Practices are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end.
- The authority **should** receive and note the annual internal audit report if possible before approving the annual governance statement and the accounts.
- Make sure that the Annual Governance and Accountability Return is complete (no highlighted boxes left empty), and is properly signed and dated. Avoid making amendments to the completed annual return. Any amendments must be approved by the authority and properly initialled.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness at the meeting at which it is signed off.
- **You should inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- The authority must publish numerical and narrative explanations for significant variances in the accounting statements on **page 6**. Guidance is provided in the *Practitioners' Guide** which may assist.
- Make sure that the accounting statements add up and the balance carried forward from the previous year (Box 7 of 2019) equals the balance brought forward in the current year (Box 1 of 2020).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2020**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes been completed?		
	Have the dates set for the period for the exercise of public rights been published?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', is an explanation available for publication?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been published?		
	Is an explanation of any difference between Box 7 and Box 8 available, should a question be raised by a local elector and/or an interested party?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? (<i>Local Councils only</i>)		

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Certificate of Exemption – AGAR 2019/20 Part 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2020, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2020 and a completed Certificate of Exemption is submitted no later than 30 June 2020 notifying the external auditor.

ENTER NAME OF AUTHORITY

certifies that during the financial year 2019/20, the higher of the authority's total gross income for the year **or** total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2019/20:

ENTER AMOUNT £00,000

Total annual gross expenditure for the authority 2019/20:

ENTER AMOUNT £00,000

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority **is unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Part 3 to the external auditor to undertake a limited assurance review for which a fee of **£200 +VAT** will be payable.

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

- The authority was in existence on 1st April 2016
- In relation to the preceding financial year (2018/19), the external auditor **has not**:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

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

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on a public website* before 1 July 2020. **By signing this certificate you are also confirming that you are aware of this requirement.**

Signed by the Responsible Financial Officer

Date

SIGNATURE REQUIRED

DD/MM/YYYY

I confirm that this Certificate of Exemption was approved by this authority on this date:

DD/MM/YYYY

Signed by Chairman

Date

SIGNATURE REQUIRED

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Email of Authority

Telephone number

AUTHORITY EMAIL ADDRESS REQUIRED

TELEPHONE NUMBER

*Published web address

PUBLISHED WEBSITE ADDRESS

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2020. Reminder letters incur a charge of £40 +VAT

Annual Internal Audit Report 2019/20

ENTER NAME OF AUTHORITY

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2020.

The internal audit for 2019/20 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	Agreed? Please choose one of the following		
	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 and year-end bank account reconciliations were properly carried out.			
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 2018/19, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")</i>			
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.			
M. (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

Name of person who carried out the internal audit

DD/MM/YYYY

DD/MM/YYYY

DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

*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 2019/20

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 2020, that:

	Agreed		
	Yes	No	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<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>

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

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Section 2 – Accounting Statements 2019/20 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
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>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Bank reconciliation – pro forma

This reconciliation should include all bank and building society accounts, including short term investment accounts. It must column headed "Year ending 31 March 20xx" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered in figures.

Name of smaller authority:

Gateforth Parish Council

County area (local councils and parish meetings only):

North Yorkshire

Financial year ending 31 March 2020

Prepared by (Name and Role):

Jeremy Sherlock

Date:

27/04/2020

	£	£
Balance per bank statements as at 31/3/20:		
HSBC	319.41	
Skipton BS	38,386.78	
		38,706.19
Petty cash float (if applicable)		-
Less: any unpresented cheques as at 31/3/20 (enter these as negative numbers)		
C Phillipson	(86.55)	
M J Backhouse	(38.12)	
		(124.67)
Add: any un-banked cash as at 31/3/xx		
		-
Net balances as at 31/3/20 (Box 8)		<u>38,581.52</u>

Explanation for 'high' reserves

(Please complete the highlighted boxes.)

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

	£	£	£
Earmarked reserves:			
Capital reserve	33661.15		
		33661.15	
General reserve	4920.37		
		4920.37	
Total reserves (must agree to Box 7)			<u>38581.52</u>

Capital Reserve restricted to Capital Projects due to income being received from land sales.

Gateforth Parish Council

Remote Meetings – Temporary Standing Orders May 2020

INTRODUCTION:

The following Standing Orders are an addendum to the Standing Orders (SOs) for Gateforth Parish Council to enable the effective management of meetings held remotely due to the Coronavirus pandemic; in all other matters, Gateforth Parish SOs apply.

CONVENING

- a. A remote meeting of the Council will be convened in accordance with Paragraph 10 of the Local Government Act 1972.
- b. The Council will ensure that all non-confidential meeting papers are posted on its website.

CHAIR'S ROLE:

All meetings shall commence with a statement from the Council Chair, outlining the procedures to be undertaken to hold a lawful and effective remote meeting and will highlight the requirement for all councillors and non-councillors with voting rights to observe the code of conduct adopted by the Council.

PRESENT:

Councillors are deemed present for the purposes of any remote meeting, when they can speak, hear, and be heard (and where practicable see and be seen) by all those in attendance (whether by video conferencing or by telephone).

Where the council has taken reasonable measures to provide guidance and support to a Councillor to join a remote meeting, but that member is experiencing difficulties that are outside of the control of the council, the lack of attendance of the member shall not invalidate a properly convened and quorate meeting

All Councillors present will be required to state their name prior to the commencement of the meeting.

QUORUM:

No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.

If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

VOTING:

Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors present and voting.

The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.

Voting will be by a show of hands.

At the request of a Councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

If joining by telephone the Chair will request a response to each proposal verbally, from each member present. The Chair will confirm that response verbally. The Chair will read out all votes cast once collected. The minutes will reflect the decision of the Council.

COUNCIL DISCUSSION:

On each item of business to be transacted, which requires discussion:

- The rules of debate, as set out in Gateforth Council Standing Orders will apply.
- The Chair will ask each member, in turn, whether he/she wishes to contribute to the discussion.
- After each member has been heard, the Chair will call for a proposal on the item of business to be transacted, by a member present (member to state their name prior to making the proposal)
- Once a proposal is moved, if required, the Chair will call for that proposal to be seconded by a member present (member to state their name prior to speaking)
- The Chair will request any amendments to said proposal from each member present, prior to moving to a vote on that proposal.

DECLARATIONS OF INTEREST IN AN ITEM OF BUSINESS TO BE TRANSACTED AT THE MEETING:

A Councillor who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.

If required by the Code of Conduct and Standing Orders the Councillor shall leave the meeting, and be invited back by the Clerk once the debate on the item subject to the interest has finished.

PUBLIC PARTICIPATION:

The period of time designated for public participation at a meeting shall not exceed 15 minutes unless directed by the chairman of the meeting; a member of the public shall not speak for more than 3 minutes.

Members of the public joining the meeting by video link shall use the 'raise my hand facility' or physically raise their hand – the Clerk will make a note of these and they will be invited to speak by the Chair.

EXCLUSION OF THE PRESS AND PUBLIC

All meetings of the council and its committees must be available for the press and public to attend (i.e. open to the public).

The council or a committee may resolve to exclude the press and public, from a meeting (whether during the whole or part of the proceedings), due to publicity of the matter being prejudicial to the public interest, by reason of the confidential nature of the business to be transacted or for other special reasons.

Notes of Gateforth Parish Council sub group meeting

Held on Wednesday 5th February 2020

Present

Lynn Sherratt

Caroline Shaw

Andrew Collier

Purpose

To examine CCTV installation for Gateforth Parish and give recommendations for the way forward

Introduction

Following installation of CCTV in the neighboring parish of West Haddlesey, a sub group was formed to look at the specification required which could enable the council to decide whether a project was feasible and to then put together a fully costed proposal for consultation.

Documentation from Giles Bennett were used as information and the first issue discussed was the differences Gateforth parish had with a simple installation in West Haddlesey.

Clearly the different geography and road layout in the parish indicated that several cameras would be required. Potentially 5 + cameras and hosts for housing equipment would be required to cover the wide dispersion of houses. There are many roads/junctions, entry and exits to the parish. It was acknowledged that other than the main street other areas, Gateforth Hall, outlying properties, the Hough roads would need to be included.

No Councillor at the meeting had pre conceived ideas or views as to the feasibility of CCTV installation, so a SWAT analysis was undertaken.

It was agreed to list the Pros and Cons for ease.; -

PROs	CONs
Potential deterrent	Wide dispersal of property
Peace of mind protected	Need 5/6 cameras
Use of technology to assist	Need 5/6 hosts
Assist police	Potential inequality if the whole Parish not included
Collaboration with Neighboring parishes	Knee jerk reaction because of WH
	Invasion of privacy
	Cost vs benefit
	Crime low
	Properties already have CCTV
	View of Crime prevention officer not received
	Views of parishioners not held

Recommendations

To discuss at next meeting as cost vs benefit is major issue

To acknowledge complex nature of parish for any coverage

To ask for views from parishioners following next full meeting

Get advice from Crime Prevention

Not to be included in newsletter

Comments from Marcus at North Yorkshire Police received after the meeting#

Low crime, wide dispersed property ,road layout etc be too costly. He estimated £40,000.

Advocated private home CCTV as low cost and good reproduction of images now

Invited him to next meeting out of courtesy and to re-engage. He will if he can. There are no official crime prevention teams any more.

North Yorkshire County Council
BETTER DEAL FOR BUS USERS – FUNDING FOR SUPPORTED BUS
SERVICES
2020/21

SECTION 1: THE OPERATOR/STAKEHOLDER											
Name of Operator/Stakeholder Organisation	Gateforth Parish Council										
Name of Service Improvement Proposal	Villages South of Selby (496)										
Main contact name	Jeremy Sherlock										
Position in Organisation	Parish Clerk										
Telephone	07981 371937										
Email	gateforthpc@gmail.com										
SECTION 2: THE SERVICE PROPOSAL											
2.1 Name and Description of the proposed Bus Service improvement(s)	Services to villages south of Selby										
2.2 Which of the following applies to this proposal	<table border="0"> <tr> <td>Improve current supported bus service</td> <td style="text-align: right;">√</td> </tr> <tr> <td>Improve current commercial bus service</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>Restoration of a lost bus service</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>New bus service</td> <td style="text-align: right;">√</td> </tr> <tr> <td>Other (please give details below)</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> </table>	Improve current supported bus service	√	Improve current commercial bus service	<input type="checkbox"/>	Restoration of a lost bus service	<input type="checkbox"/>	New bus service	√	Other (please give details below)	<input type="checkbox"/>
Improve current supported bus service	√										
Improve current commercial bus service	<input type="checkbox"/>										
Restoration of a lost bus service	<input type="checkbox"/>										
New bus service	√										
Other (please give details below)	<input type="checkbox"/>										
2.3 Please provide details of the proposal :-	Gateforth and the villages to the south of Selby have a very limited bus service - the once a week 496. This could operate more frequently. This should be linked to a service to the new										

Operator/Stakeholder Proposal Form

	Gateforth Park development which is likely to attract some non car owning residents.
2.4 Please provide a statement/information as to how the proposal will improve access/meet the needs of local communities What evidence do you have to support the need for the proposal?	<p>An increase in the frequency of this service would provide a service for younger people and non car users, and encourage people to leave their cars at home.</p> <p>Gateforth Park are proposing a shuttle bus for residents which shows that they anticipate a need for public transport. This is likely to be limited, and a proper bus service would be much better.</p>
Section 3: Financial Information	
3.1 How much funding is required to support the proposal	Unknown
3.2 Will you as the operator/stakeholder be making a financial contribution to the project (Yes/No and amount)	No

Operator/Stakeholder Proposal Form

3.3 Please provide a simple financial breakdown of the proposal costs	Unknown
3.4 Please provide details of how this proposal would be funded/sustained beyond April 2021	Unknown

GATEFORTH PARISH COUNCIL – 13TH MAY 2020

WORKING FROM HOME EXPENSES

1. The Council pays the Clerk £18 per month working from home expenses which is the maximum tax free amount allowed by HMRC. This figure has been unchanged since 2012.
2. HMRC have announced that the maximum level has been increased to £27 per month from 1.4.20. The cost to the Council if this increase was agreed would be £108 per year.

Recommended that the Clerk's Working from home allowance be increased to £27 per month from 1st April 2020

GATEFORTH PARISH COUNCIL

FINANCE REPORT – MAY 2020

Balances

1. The Council's financial balance at 4th May is as follows:

Account Balance	£41,129.63
Capital	£33,661.15
General Fund	£7,468.48

2. The Precept was paid into the Account on 30th April. At that point the Bank balance was low. A transfer from the Savings Account may be needed before the next tranche to ensure that bills can be paid.
3. The Council have been subject to a safeguarding review by HSBC which was satisfactory.
4. I have been notified by Skipton BS that they will be reducing the Interest rate on the Community Saver Account from 1% to 0.35% from 23rd April 2020. This will be in line with reductions to most savings accounts brought about by the reduction in the Base Rate. I will review rates and see if it is worth changing accounts and report back.
5. A copy of the latest Accounts and a Bank Reconciliation has been circulated electronically.

Recommended that this report be noted

Jeremy Sherlock

Parish Clerk