



STAVELEY TOWN COUNCIL

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Staveley Hall
Hall Drive
Staveley
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S43 3TN

20 June 2023

To all members of Staveley Town Council

Dear Councillor

You are hereby summoned to attend a meeting of the Town Council to be held at 6.00 pm on Tuesday, 27 June 2023 at the Speedwell Rooms.

Members are asked to sign the attendance sheet for the meeting, available in the room.

In the interests of the smooth running of the meeting, queries or clarification about any of the items on the agenda are requested to be submitted 2 days prior to the meeting, to enable the Clerk to provide a comprehensive response.

Please ensure that confidential papers are kept secure prior to, and not left in the meeting room following, the meeting.

Yours sincerely

Sabrina Doherty
Town Clerk and Financial Officer

RECORDING OF COUNCIL MEETINGS

Under the Openness of Local Govt. Bodies Regulations 2014, members of the public may now film, photograph and make audio recordings of the proceedings of the formal Council meeting.

Recording activity should be respectful to the conduct of the meeting and behaviour that disrupts the meeting (such as oral commentary) will not be permitted. The Clerk will record meetings for the purposes of the minutes.

AGENDA

1. TO NOTE APOLOGIES FOR ABSENCE

2. TO RECEIVE DECLARATIONS OF INTERESTS

Members are invited to declare disclosable pecuniary interests and other interests in items on the Agenda as required by the Staveley Town Council Code of Conduct for Members and by the Localism Act 2011.

3. MINUTES OF PREVIOUS MEETINGS

To confirm and sign the minutes of the annual meeting held on 23 May 2023.

4. CHAIRMAN'S ANNOUNCEMENTS

5. PUBLIC PARTICIPATION SESSION

This provides an opportunity for members of the public to make representations to the Council in relation to items on the agenda. Time for this item is limited to **15 minutes**.

Councillors will not debate the matters raised and no decisions can be made on any items raised in this session.

If in attendance the PCSO may provide an update on local policing matters.

6. PRESENTATION FROM LOW CARBON ON INKERSALL SOLAR FARM

To receive a presentation from representatives from Low Carbon regarding the progress on construction of the Inkersall Solar Farm. Presentation will be followed by a Q&A session.

7. REPORTS FROM BOROUGH AND COUNTY COUNCILLORS

If in attendance, Borough and County Councillors are invited to provide a short update to the Town Council on matters affecting the Town from their respective authorities.

8. ANNUAL GOVERNANCE AND ACCOUNTABILITY STATEMENT (AGAR) 2022-23

a) To receive the report of the Internal Auditor

b) To complete and approve the Annual Governance Statement (Section 1 of the Return)

c) To approve the Accounting Statements (Section 2 of the Return)

9. FINANCE MATTERS

a) To approve the schedule of payments to 31 May 2023.

b) To note the Summary of Income and Expenditure to 31 May 2023

c) To note the bank balances as at 20 May 2023:

i. Co-op current account: £7,000

ii. Co-op 14 day account: £35,094.01

iii. Co-op Savings account: £20,490.01

iv. Petty Cash/Floats: £342.17

Total Funds held: £62,926.19

- d) To approve the Cashflow/Finance update report for distribution to CBC
- e) To approve the acceptance of a grant of £4,500 from Derbyshire County Council to set up a lantern procession and associated workshops for the 2023 Christmas Switch-on Event.
- f) To approve the set up of a CIL workshop for all Councillors to attend and develop priorities for CIL expenditure for recommendation to council for public consultation.
- g) To approve the set up of a workshop for all Councillors to attend (in September 2023) to develop the Council's Corporate Plan for 2024-2027.

10. EXCLUSION OF PRESS AND PUBLIC – PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

To consider if any of the following items should be considered in confidential session and, if required, to pass a resolution stating the reasons for exclusion in the following terms:

That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of item 16 as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

11. STAFFING MATTERS

STAVELEY TOWN COUNCIL

Minutes of the Annual meeting of Staveley Town Council held at 6.00 pm on Tuesday, 23 May 2023 at the Speedwell Rooms.

Present:

Councillors	S Bean	C Jackson	D Rhodes
	B Bingham	P Jacobs	K Thornton
	J Bingham	P Mann	E Tidd
	C Chambers	A Ogle	D Wheeldon
	J Collins	D Parsons	P Wilson
	B Dyke	J Ridgway	

In attendance: Mrs S Doherty (Town Clerk) and 18 members of the public.

2324-1 TO ELECT THE CHAIRMAN OF THE COUNCIL

Councillor P Wilson opened the meeting and called for nominations for the position of Chairman of the Council.

RESOLVED:

That Councillor Elaine Tidd be elected Chairman of the Council for the municipal year 2023-24.

The Outgoing Chairman congratulated Councillor Tidd and presented her with the Chain of Office. Councillor Tidd took the Chair.

2324-2 THE DULY ELECTED CHAIRMAN TO SIGN THE DECLARATION OF ACCEPTANCE OF OFFICE

Councillor Tidd signed the declaration of acceptance of office witnessed by the Town Clerk.

2324-3 TO ELECT THE VICE-CHAIRMAN OF THE COUNCIL

It was moved but there was no seconder that Councillor Chambers be elected as Vice-Chairman of the Council. Further nominations were requested.

Councillor Bingham moved and it was seconded that the Council elect 2 vice-chairs so that the chairman position could be rotated around 3 people. Upon the vote the motion was LOST.

The Clerk's advice was sought and it was confirmed that there was no requirement for the Council to elect a Vice-Chairman if it did not wish to and, should the Chairman not be available for a meeting, the Council would have to elect a Chairman for that meeting.

Councillor Ridgway moved and it was seconded that herself be nominated for Vice-Chairman. Upon the vote the motion was LOST.

It was agreed that this position would be revisited at a later date.

2324-4 TO NOTE THE DELIVERY OF THE ACCEPTANCE OF OFFICE FORMS FROM ALL COUNCILLORS

Noted.

2324-5 TO NOTE APOLOGIES FOR ABSENCE

There were no apologies for absence.

2324-6 TO RECEIVE DECLARATIONS OF INTERESTS

There were no declarations of interests made.

2324-7 TO ELECT THE LEADER OF THE COUNCIL

Councillor Jacobs proposed that a collegiate approach to managing the council be adopted for the year with all leaders on a steering group which would report back and make recommendations to Full Council for decisions to be made by all councillors.

Councillor Dyke felt that this was against standing orders. In response to a query it was explained that there was no legal requirement for the Council to appoint a Leader, only the Chairman. The Clerk confirmed the legal position and explained that the Council could waive standing orders if it felt prudent to do so to enable business to continue.

Councillor Jacobs moved and it was seconded that Standing Orders be waived to allow for non-election of the leader this year. Upon the vote the motion was LOST.

Councillor Ridgway moved and it was seconded by Councillor Bean that Councillor Dyke be elected as Leader of the Council. Upon the vote the motion was LOST.

Councillor Rhodes moved and it was seconded by Councillor Jackson that Councillor Mann be elected as Leader of the Council. Upon the vote the motion as LOST.

Further to the Clerk's advice the Chairman asked for agreement that this item be deferred to a future meeting.

RESOLVED:

This item to be deferred to a future meeting.

2324-8 TO ELECT THE DEPUTY LEADER OF THE COUNCIL

The Chairman asked for agreement to defer this item to a future meeting.

RESOLVED:

This item to be deferred to a future meeting.

2324-9 MINUTES OF THE PREVIOUS MEETING

RESOLVED:

That the minutes of the meeting held on 25 April 2023 be approved and signed as a correct record.

2324-10 CHAIRMAN'S ANNOUNCEMENTS

The Chairman stated that this was a new term with new councillors and that it was important for the Council to move forward. She emphasised that whilst councillors may not always agree it was important that they stuck to the decisions that were made and did not go over old ground. She asked that the public not speak during meetings outside of the public speaking time and to avoid asking questions about matters which were to be dealt with in the investigation.

Councillor Jacobs thanked the Chairman for her speech and stated that he hoped that Councillors could now work together to move forward.

Councillor Ridgway expressed her agreement with the statements and agreed that the councillors should be working together. She expressed that Staveley was a fabulous area and the Hall was such a beautiful building that could be made more of.

2324-11 PUBLIC PARTICIPATION SESSION

It was queried whether the investigation had started. The Town Clerk explained that the investigation was in the process of being set up and an independent chair was being sought. There would be an update to councillors later on the agenda to establish what the terms of reference would be and costs etc. A report of findings would be published following the investigation.

It was asked if the Council would be looking at making more of the market and the shops.

It was queried where answers to previous questions would be published. The Clerk explained that the answers would be put on the new website with the minutes.

It was queried what Councillors thoughts were regarding Net Zero. The Chairman stated that the Council could not answer that at this time.

A resident stated that they would like the Council to be more active with regard to the Town Deal money and getting a local business person onto the Board to represent local business interests and support the town centre.

2324-12 REPORTS FROM BOROUGH AND COUNTY COUNCILLORS

Councillor B Bingham reported that the Annual Meeting of the County Council was due to be held tomorrow and all key positions would be appointed. He would report back to the next meeting on the outcomes.

Councillor Dyke advised that the Borough Council had put in for planning permission for 9 new council properties in Middlecroft which would be rented accommodation. There were also 2 new bungalows and a house at Court Place, Middlecroft due to be built and additional Council properties on Wensley Way.

2324-13 APPOINTMENT OF COMMITTEES AND REVIEW OF DELEGATION ARRANGEMENTS AND TERMS OF REFERENCE

Council considered the report of the Town Clerk and RFO.

Councillor Jacobs felt that the Committees should not be appointed for this year because it had no delegated powers to make decisions and it would be better to save the Clerk's time to be utilised on other things such as applying for grant funding to support service provision.

During discussion it became apparent that a confidential discussion needed to be held and so the item was deferred to the end of the meeting.

2324-14 REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS

The Clerk reminded councillors that the Standing Orders and Financial Regulations had been recently reviewed. These would be periodically reviewed and brought back to Council for discussion on an ongoing basis.

2324-15 REVIEW OF REPRESENTATIVES ON EXTERNAL BODIES

Councillors reviewed the report of the Town Clerk and RFO and reviewed the representatives appointed at the last Annual Meeting.

A discussion ensued about the merits of having a councillor who was not a part of the Chesterfield Borough Council administration to be appointed as the STC representative on the Town Deal Board in order to ensure robust challenge to obtain the best outcomes for the people of Staveley. It was suggested that the Town Council give their seat to someone on the Staveley Improvement Team group but the Clerk confirmed that it was a seat offered to a town councillor not a member of the public.

It was asked if the Clerk could find out if a liaison group could be started for the Inkersall Solar farm for ward members.

RESOLVED: That the following appointments be made:

Chesterfield Borough Council Audit Committee

Councillor S Bean

Chesterfield Borough Council Standards Committee

Councillor E Tidd

Hartington Liaison Committee

Councillor B Bingham

Councillor J Bingham

Derbyshire Association of Local Councils

Deferred

Chesterfield Borough Council Parish Liaison Committee

Councillor S Bean

Markham Vale Liaison Group

Councillor J Ridgway

Viridor Liaison Group

Councillor S Bean

Health and Wellbeing (Staveley)

Councillor E Tidd

Netherthorpe Endowment Governors

Councillor E Tidd

Councillor P Jacobs

Derbyshire Law Centre

Councillor K Thornton

Staveley Parochial Charities and Woodthorpe Relief

Councillors P Jacobs and E Tidd

Staveley Towns Board

Councillor E Tidd

2324-16 GENERAL POWER OF COMPETENCE

Councillors considered the report of the Town Clerk and RFO.

RESOLVED:

A) That it be affirmed that the Council meets the eligibility criteria for the General Power of Competence

B) That the General Power of Competence be adopted

2324-17 CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER

The Town Clerk advised Council that a three year deal had been entered into last year. The Clerk was working with the insurer to update the schedule and would report back on the cost to the next meeting.

2324-18 REVIEW OF SUBSCRIPTIONS TO OTHER BODIES

Councillors considered the report of the Town Clerk and RFO.

RESOLVED:

That the Council maintains the EMLawshare and SLCC subscriptions

only for the 2023-24 year.

2324-19 SCHEDULE OF MEETINGS FOR 2023-24

Councillors considered the report of the Town Clerk and RFO. In view of the decision regarding committees having been deferred to the end of the meeting the clerk suggested the schedule for those be disregarded and Council consider the Council and Annual Town meeting only.

RESOLVED:

A) That the schedule of Council meetings for the 2023-24 municipal year be approved as set out at paragraph 3.4 of the report.

B) That the Annual Town Assembly meeting be held on 21 May 2024.

2324-20 FINANCE MATTERS

a) To approve the schedule of payments to 30 April 2023.

RESOLVED: That the schedule of payments to 30 April 2023 be approved for payment.

b) To note the budget monitoring reports.

The Town Clerk asked the Council for feedback on the new reports and whether there were any improvements they might like to see. Feedback was taken on board.

RESOLVED: That the budget monitoring reports be noted.

c) To note the bank balances as at 16 May 2023:

- i. Co-op current account: £6,973.60
 - ii. Co-op 14 day account: £35,094.01
 - iii. Co-op Savings account: £62,989.07
 - iv. Petty Cash/Floats: £342.17
- Total funds: £105,398.85

RESOLVED: That the bank balances be noted.

d) Update on CBC loan and clearance of debts

The Clerk updated Council that a total of £254,876.91 had been expended since 1st April 2023 on clearing outstanding debts

RESOLVED: That the update be noted.

2324-21 EXCLUSION OF PRESS AND PUBLIC – PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

RESOLVED:

That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

The Council adjourned for a short comfort break at 7:22pm and reconvened at 7:32pm.

2324-22 UPDATE ON ESTABLISHMENT OF THE IMPROVEMENT BOARD

The Town Clerk gave Councillors a verbal update on the progress with setting up the improvement board and seeking Council opinion on what outcomes were wanted in order to form the Terms of Reference for the body. Council was apprised of the costs that would be involved for undertaking the investigation into the historical finances and provided with the CV details of the proposed independent chair of the Board.

RESOLVED:

A) That the Independent Chair, Mr N Taylor, be approved as the lead on the Improvement Board.

B) That the Clerk be authorised to make arrangements to start up the investigation via the Improvement Board and that the costs of upto £20,000 be noted, along with the offers to split this three ways with the Local Government Association and Chesterfield Borough Council, subject to their Cabinet approval being received.

2324-22 SUSPENSION OF STANDING ORDERS

During the above item it became necessary to consider if the council could complete the remaining business within the two hour time limit.

RESOLVED:

That Standing Order no.3y be suspended for a period of 30 minutes to enable the business on the agenda to be concluded.

2324-23 APPOINTMENT OF COMMITTEES AND REVIEW OF DELEGATION ARRANGEMENTS AND TERMS OF REFERENCE (CONTINUED)

Councillors discussed staff welfare issues and it was suggested that a prioritisation exercise be undertaken in order to reduce the amount of hours that the Clerk was having to work in addition to her normal hours.

RESOLVED:

A) That Policy Finance and Publicity Committee be appointed for this year to meet bi-monthly, alternating with Full Council meetings.

B) That Leisure and Community Committee be suspended for this year and that Planning Committee be called only where major applications are required to be considered. All minor applications to be circulated to all councillors for comments, with delegated authority to the clerk to submit comments to the Planning Authority on behalf of the Council.

C) That the following committee appointments be made:

Policy Finance and Publicity Committee

Councillors: B Dyke, J Ridgway, E Tidd, P Jacobs, B Bingham, P Mann, C Jackson and C Chambers

Planning Committee

Councillors: B Dyke, A Ogle, P Mann, D Parsons, P Jacobs and K Thornton

Councillor Rhodes left the meeting at 8:02pm.

The Chairman declared the meeting closed at 8:07pm.

Signed: _____

DRAFT

Annual Governance and Accountability Return 2022/23 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2023**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2023**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2023
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2022/23

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2023 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

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 Form 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *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 and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2023.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage 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 2023**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
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', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	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 been published where required?		
	Has the bank reconciliation as at 31 March 2023 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

***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

Annual Internal Audit Report 2022/23

STAVELEY TOWN COUNCIL

WWW.STAVELEYTOWNCOUNCIL.GOV.UK

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic bank account reconciliations were properly carried out during the year.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")</i>			
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 <i>(during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .			
N. The authority has complied with the publication requirements for 2021/22 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			
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

Name of person who carried out the internal audit

Signature of person who carried out the internal audit

Date

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

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

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

STAVELEY TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

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

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

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

and recorded as minute reference:

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

Chairman

Clerk

WWW.STAVELEYTOWNCOUNCIL.GOV.UK

Section 2 – Accounting Statements 2022/23 for

STAVELEY TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	RESTATED -110,799	-219,093	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	420,307	450,394	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	250,709	615,867	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	348,312	373,250	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	83,890	153,518	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	347,108	485,272	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	-219,093	-164,872	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	4,865	179,384	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	7,032,699	7,035,358	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	938,598	1,165,469	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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



Date

20/06/2023

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

as recorded in minute reference:

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

Section 3 – External Auditor's Report and Certificate 2022/23

In respect of

STAVELEY TOWN COUNCIL

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2022/23

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2022/23

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

Bank reconciliation – pro forma

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

Name of smaller authority:

STAVELEY TOWN COUNCIL

County area (local councils and parish meetings only):

DERBYSHIRE

Financial year ending 31 March 2023

Prepared by (Name and Role):

SDOHERTY, TOWN CLERK AND RFO

Date:

20/06/2023

		£	£
Balance per bank statements as at 31/3/23:			
	Co-op 1	7,000.0	
	Co-op 2	172,042.0	
	Co-op 3	-	
			179,041.95
Petty cash float (if applicable)	Petty Cash	42.2	
	Safe	300.0	
			342.16
Less: any unpresented cheques as at 31/3/xx (enter these as negative numbers)			
			-
Add: any un-banked cash as at 31/3/23			
			-
Net balances as at 31/3/23 (Box 8)			179,384.11

Explanation of variances – pro forma

Name of smaller authority: **STAVELEY TOWN COUNCIL**
County area (local councils and): **DERBYSHIRE**

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

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- **New from 2020/21 onwards:** variances of £100,000 or more require explanation regardless of the % variation year on year;
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2021/22 £	2022/23 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input. DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
	RESTATED						
1 Balances Brought Forward	-110,799	-219,093				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	420,307	450,394	30,087	7.16%	NO		
3 Total Other Receipts	250,709	615,867	365,158	145.65%	YES		Loan of £320k received from CBC and additional income of £54,665 from Town Deal fund for extension project
4 Staff Costs	348,312	373,250	24,938	7.16%	NO		
5 Loan Interest/Capital Repayment	83,890	153,518	69,628	83.00%	YES		Includes loan repayments to former Town Clerk of £48,465 and catch up payments to CBC which were not paid in the previous year of approximately £16.5k
6 All Other Payments	347,108	485,272	138,164	39.80%	YES		There were payments totalling approx £157,733 related to the progression of the Town Deal extension project.
7 Balances Carried Forward	-219,093	-164,872			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	4,865	179,384				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	7,032,699	7,035,358	2,659	0.04%	NO		
10 Total Borrowings	938,598	1,165,469	226,871	24.17%	YES		The Council needed to take out a revenue loan (£320k) to cover the deficit which was discovered in November 2022. Part of this was used to pay off in-year outstanding payments to PWLB of approx £55k. See also Box 5 explanation.

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

Reconciliation between Box 7 and Box 8 in Section 2 - pro forma

(applies to Accounting Statements prepared on an income and expenditure basis only)

Please complete the highlighted boxes.

Name of smaller authority:

STAVELEY TOWN COUNCIL

County area (local councils and parish meetings only):

DERBYSHIRE

There should only be a difference between Box 7 and Box 8 where the Accounting Statements (Section 2 of the AGAR) have been prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments and creditors/receipts in advance at the year end. Please provide details of the year end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

	£	£
Box 7: Balances carried forward		- 164,872.00
Deduct: Debtors (enter these as negative numbers)		
Office rental and room bookings	(13,083.00)	
Deposit 26 High Street		
	(13,083.00)	
Deduct: Payments made in advance (prepayments) (enter these as negative numbers)		
	-	
Total deductions		(13,083.00)
Add:		
Creditors (must not include community infrastructure levy (CIL) receipts)		
See separate sheet for breakdown	357,339.00	
	357,339.00	
Add:		
Receipts in advance (must not include deferred grants/loans received)		
	-	
Total additions		357,339.00
Box 8: Total cash and short term investments		179,384.00

Staveley Town Council

PAYMENTS LIST - MAY 2023

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
56	Office-NNDR	01/05/2023		Co-op Current Accou	50336808 - Musarc	NNDR bill	Chesterfield Borough Coi	X	168.00		168.00
50	Office-NNDR	01/05/2023		Co-op Current Accou	50377259	NNDR bill	Chesterfield Borough Coi	X	181.00		181.00
51	Devonshire-Frecheville N	01/05/2023		Co-op Current Accou	50336853	NNDR bill	Chesterfield Borough Coi	X	374.00		374.00
52	Air Hall-NNDR	01/05/2023		Co-op Current Accou	50336817	NNDR bill	Chesterfield Borough Coi	X	160.00		160.00
54	Reception-NNDR	01/05/2023		Co-op Current Accou	50336773	NNDR bill	Chesterfield Borough Coi	X	96.00		96.00
55	Devonshire-Frecheville N	01/05/2023		Co-op Current Accou	50336728 - cafe	NNDR bill	Chesterfield Borough Coi	X	131.00		131.00
57	Market-NNDR	01/05/2023		Co-op Current Accou	50236349	NNDR bill	Chesterfield Borough Coi	X	115.00		115.00
53	Speedwell - NNDR	01/05/2023		Co-op Current Accou	50034607	NNDR bill	Chesterfield Borough Coi	X	875.00		875.00
58	Carpark-NNDR	01/05/2023		Co-op Current Accou	50336782	NNDR bill	Chesterfield Borough Coi	X	125.00		125.00
120	Telephone/Broadband	02/05/2023		Co-op Current Account		Telephone/Broadband	Onecom Limited	S	1,039.72	207.94	1,247.66
92	Telephone/Broadband	02/05/2023		Co-op Current Account		Telephone	Investec Asset Finance	S	363.42	72.68	436.10
122	Building Maintenance	02/05/2023		Co-op Current Account		Fire Alarm Testing	Zolec Electrical Solutions	S	152.00	30.40	182.40
123	2022-23	02/05/2023		Co-op Current Account		Window Cleaning Contract	Total Cleaning Services	X	2,535.00		2,535.00
94	2022-23	02/05/2023		Co-op Current Account		Gas Bill	YGP - Yorkshire Gas and	X	4,971.08		4,971.08
91	SWell - EPOS	02/05/2023		Co-op Current Account		EPOS system	GCS - Global Card Soluti	S	22.00	4.40	26.40
208	2021-22	02/05/2023		Co-op Current Account		PAYE	HMRC	X	90.42		90.42
209	2022-23	02/05/2023		Co-op Current Account		PAYE	HMRC	X	3,656.16		3,656.16
212	2022-23	02/05/2023		Co-op Current Account		PAYE	HMRC	X	6,194.87		6,194.87
210	2022-23	02/05/2023		Co-op Current Account		PAYE	HMRC	X	3,659.46		3,659.46
211	2022-23	02/05/2023		Co-op Current Account		PAYE	HMRC	X	3,808.26		3,808.26
213	2022-23	05/05/2023		Co-op Current Account		PAYE	HMRC	X	29.87		29.87
214	2022-23	05/05/2023		Co-op Current Account		PAYE	HMRC	X	64.91		64.91
215	2022-23	05/05/2023		Co-op Current Account		PAYE	HMRC	X	93.92		93.92
216	2022-23	05/05/2023		Co-op Current Account		PAYE	HMRC	X	128.19		128.19
217	2022-23	05/05/2023		Co-op Current Account		PAYE	HMRC	X	135.48		135.48
218	2022-23	05/05/2023		Co-op Current Account		PAYE	HMRC	X	139.53		139.53
173	Refreshments	07/05/2023		Co-op Current Account		Tea and Coffee	Home Bargains	Z	10.18		10.18
174	Late/Non DD Payment F	08/05/2023		Co-op Current Account		Gas Bill	YGP - Yorkshire Gas and	X	140.00		140.00
174	Late/Non DD Payment F	08/05/2023		Co-op Current Account		Gas Bill	YGP - Yorkshire Gas and	X	75.00		75.00
174	Gas/Electric-Hall/Stables	08/05/2023		Co-op Current Account		Gas Bill	YGP - Yorkshire Gas and	S	929.22	185.85	1,115.07
175	IT/Software licences	09/05/2023		Co-op Current Account		Software Licence Subscrip	Microsoft Limited	S	113.10	22.62	135.72
176	Cleaning Contract	09/05/2023		Co-op Current Account		Cleaning Supplies	Green Clean (RCCS)	X	90.50		90.50
219	2022-23	09/05/2023		Co-op Current Account		Electricity Bill	YGP - Yorkshire Gas and	X	11,392.37		11,392.37

178	SWell - Telephone/BBan	10/05/2023	Co-op Current Account	Telephone/Broadband	1st call.com Limited	S	52.31	10.46	62.77
177	2022-23	10/05/2023	Co-op Current Account	Plumbing/Heating	Edward Serrell Plumbing	S	95.00	19.00	114.00
220	SWell - Telephone/BBan	10/05/2023	Co-op Current Account	Mobile contract	Hutchinson 3G	S	22.50	4.50	27.00
179	Cleaning Contract	14/05/2023	Co-op Current Account	Cleaning Contract	Green Clean (RCCS)	X	1,554.80		1,554.80
221	SWell - EPOS	16/05/2023	Co-op Current Account	EPOS system	Clover	S	18.74	3.75	22.49
180	Cleaning Supplies	16/05/2023	Co-op Current Account	Cleaning Contract	Green Clean (RCCS)	X	30.90		30.90
183	2022-23	19/05/2023	Co-op Current Account	Cleaning Supplies	Analan Supplies Ltd	X	14.02		14.02
184	2022-23	19/05/2023	Co-op Current Account	Cleaning Supplies	Analan Supplies Ltd	X	164.55		164.55
186	2022-23	19/05/2023	Co-op Current Account	Photocopier charges	Clarity Copiers Ltd	X	40.81		40.81
187	2022-23	19/05/2023	Co-op Current Account	Photocopier charges	Clarity Copiers Ltd	X	53.57		53.57
222	2022-23	19/05/2023	Co-op Current Account	Photocopier charges	Clarity Copiers Ltd	X	98.20		98.20
181	Waste Removal	19/05/2023	Co-op Current Account	Refuse collection	Chesterfield Borough Coi	X	795.00		795.00
185	2022-23	19/05/2023	Co-op Current Account	Cleaning Supplies	Analan Supplies Ltd	X	216.44		216.44
195	Postage	23/05/2023	Co-op Current Account	Franking Machine Rent/In	Quadient Finance UK Lir	S	87.26	17.45	104.71
198	Postage	23/05/2023	Co-op Current Account	Franking Machine Rent/In	Quadient Finance UK Lir	X	104.71		104.71
191	Building Maintenance	23/05/2023	Co-op Current Account	Electrical fix	Zolec Electrical Solutions	S	827.66	165.53	993.19
192	Building Maintenance	23/05/2023	Co-op Current Account	Electrical fix	Zolec Electrical Solutions	S	86.95	17.39	104.34
196	Late/Non DD Payment F	23/05/2023	Co-op Current Account	Stables Gas	YGP - Yorkshire Gas and	Z	75.00		75.00
197	Late/Non DD Payment F	23/05/2023	Co-op Current Account	Gas Bill	YGP - Yorkshire Gas and	Z	440.00		440.00
197	Late/Non DD Payment F	23/05/2023	Co-op Current Account	Gas Bill	YGP - Yorkshire Gas and	Z	742.24		742.24
201	Building Maintenance	23/05/2023	Co-op Current Account	Maintenance Supplies	Tesco	S	7.92	1.58	9.50
203	Building Maintenance	23/05/2023	Co-op Current Account	Maintenance Supplies	Wilko	S	1.46	0.29	1.75
223	Water Rates - Hall/Stabl	23/05/2023	Co-op Current Account	Water Rates	Water Plus Payments	Z	68.58		68.58
224	Water Rates - Hall/Stabl	23/05/2023	Co-op Current Account	Water Rates	Water Plus Payments	Z	44.54		44.54
193	Bldg Maint - Speedwell	23/05/2023	Co-op Current Account	Emergency Light Repair	Zolec Electrical Solutions	S	194.20	38.84	233.04
194	Bldg Maint - Speedwell	23/05/2023	Co-op Current Account	Emergency Light Test	Zolec Electrical Solutions	S	112.00	22.40	134.40
196	Gas/Electric-Hall/Stables	23/05/2023	Co-op Current Account	Stables Gas	YGP - Yorkshire Gas and	S	498.94	99.78	598.72
197	Gas/Electric-Hall/Stables	23/05/2023	Co-op Current Account	Gas Bill	YGP - Yorkshire Gas and	S	11,930.71	2,386.13	14,316.84
202	Bldg Maint - Speedwell	23/05/2023	Co-op Current Account	Maintenance Supplies	Poundland	S	1.46	0.29	1.75
199	Bldg Maint - Speedwell	23/05/2023	Co-op Current Account	Maintenance Supplies	Wilko	S	10.00	2.00	12.00
200	Bldg Maint - Speedwell	23/05/2023	Co-op Current Account	Maintenance Supplies	B&M Retail Ltd	S	2.49	0.50	2.99
226	2020-21	23/05/2023	Co-op Current Account	Shredding Service	Shred-It	X	89.28		89.28
227	2020-21	23/05/2023	Co-op Current Account	Shredding Service	Shred-It	X	90.10		90.10
188	2022-23	23/05/2023	Co-op Current Account	Fire Extinguisher Checks	Nottinghamshire Fire Saf	X	214.46		214.46
189	2022-23	23/05/2023	Co-op Current Account	Fire Extinguisher Checks	Nottinghamshire Fire Saf	X	92.92		92.92
190	2022-23	23/05/2023	Co-op Current Account	Fire Extinguisher Checks	Nottinghamshire Fire Saf	X	216.94		216.94
225	2021-22	23/05/2023	Co-op Current Account	Electricity Bill	Chesterfield Borough Coi	X	177.45		177.45
206	Telephone/Broadband	25/05/2023	Co-op Current Account	Telephone/Broadband	Onecom Limited	S	1,034.79	206.96	1,241.75
204	Gas/Electric - Speedwell	25/05/2023	Co-op Current Account	Electricity Bill	Corona Energy Retail	S	459.72	91.94	551.66
205	Gas/Electric-Hall/Stables	25/05/2023	Co-op Current Account	Stables Electric	Corona Energy Retail	S	469.85	93.97	563.82
171	2022-23	26/05/2023	Co-op Current Account	Drain rodding	RLL Yorkshire Ltd	X	327.00		327.00

228	2022-23	26/05/2023	Co-op Current Account	Water Rates	Water Plus Payments	X	140.95		140.95
229	2022-23	26/05/2023	Co-op Current Account	VAT Bill	HMRC	R		7,593.67	7,593.67
207	Cleaning Contract	30/05/2023	Co-op Current Account	Cleaning Supplies	Green Clean (RCCS)	X	90.00		90.00
182	Stationery	31/05/2023	Co-op Current Account	Office & Catering Supplies	Lyreco UK Ltd	S	14.06	2.81	16.87
182	Stationery	31/05/2023	Co-op Current Account	Office & Catering Supplies	Lyreco UK Ltd	S	29.25	5.86	35.11
182	Office Equipment	31/05/2023	Co-op Current Account	Office & Catering Supplies	Lyreco UK Ltd	S	5.38	1.08	6.46
182	Office Equipment	31/05/2023	Co-op Current Account	Office & Catering Supplies	Lyreco UK Ltd	S	49.12	9.82	58.94
182	Working Budget	31/05/2023	Co-op Current Account	Office & Catering Supplies	Lyreco UK Ltd	S	22.76	4.55	27.31
182	Working Budget	31/05/2023	Co-op Current Account	Office & Catering Supplies	Lyreco UK Ltd	E	31.08		31.08
182	Working Budget	31/05/2023	Co-op Current Account	Office & Catering Supplies	Lyreco UK Ltd	S	9.67	1.93	11.60
182	Working Budget	31/05/2023	Co-op Current Account	Office & Catering Supplies	Lyreco UK Ltd	S	9.67	1.93	11.60
182	Working Budget	31/05/2023	Co-op Current Account	Office & Catering Supplies	Lyreco UK Ltd	S	8.31	1.66	9.97
182	Working Budget	31/05/2023	Co-op Current Account	Office & Catering Supplies	Lyreco UK Ltd	E	36.04		36.04
232	Redundancy Cost	31/05/2023	Co-op Current Account	Redundancy payment	STC	X	4,927.35		4,927.35
230-231	Salaries/Wages NET	31/05/2023	Co-op Current Account	Staff Salaries	STC	X	3,984.93		3,984.93
Total							72,983.70	11,329.96	84,313.66

Staveley Town Council
Summary of Receipts and Payments
Summary - Cost Centres Only

Cost Centre	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
aalIncome	717,752.24	273,728.79	-444,023.45 (-61%)			0.00 (N/A)	-444,023.45
Administration			0.00 (N/A)	55,678.95	4,891.36	50,787.59 (91%)	50,787.59
Allotments			0.00 (N/A)	253.00	3.00	250.00 (98%)	250.00
Civic Costs			0.00 (N/A)	16,000.00		16,000.00 (100%)	16,000.00
Community Services			0.00 (N/A)			0.00 (N/A)	0.00
Loans			0.00 (N/A)	116,072.76	35,372.27	80,700.49 (69%)	80,700.49
Market Place			0.00 (N/A)	3,345.30	342.70	3,002.60 (89%)	3,002.60
Speedwell Rooms			0.00 (N/A)	36,134.23	6,501.26	29,632.97 (82%)	29,632.97
Staffing Costs			0.00 (N/A)	112,209.41	16,251.19	95,958.22 (85%)	95,958.22
Staveley Hall & Stables			0.00 (N/A)	132,326.29	39,013.03	93,313.26 (70%)	93,313.26
Vehicle			0.00 (N/A)	3,800.00	16.68	3,783.32 (99%)	3,783.32
zOutstanding bills			0.00 (N/A)		290,859.72	290,859.72 (-29085)	-290,859.72
NET TOTAL	717,752.24	273,728.79	-444,023.45 (-61%)	475,819.94	393,251.21	82,568.73 (17%)	-361,454.72
Total for ALL Cost Centres		273,728.79			393,251.21		
V.A.T.		6,269.73			14,989.79		
GROSS TOTAL		279,998.52			408,241.00		

Financial Update – to 31st May 2023

Cashflow:

Balance at month end:	£76,452.00
Minimum balance (current month to year-end):	£59,293.00
Current Forecast balance at 31/3/24:	£249,801.00
Original Forecast balance at 31/3/24:	£59,113

The Council is due to receive an additional £102,062 in CIL receipts in late June/early July and grants totalling approx. £46,000 by August. There has already been a transfer to reserves of the remaining CIL balance received in previous years (£35,094), once the additional CIL is received this will be transferred to reserves for safekeeping until such time as the Council has determined priorities for spending. Adjusting for these transfers to earmarked reserves, the Council is currently predicted to conclude the year with general reserves at £62,645.

Budget Monitoring:

	Year To Date			To 31/3/24		
	Budget	Actual	Variance	Budget	Forecast	Variance
Income	-263,358	-269,729	-6,371	-717,752	-780,839	-63,086
Admin/Running Costs	23,241	23,594	352	304,014	255,405	-48,609
Allotments	3	3	0	253	253	0
Civic Events	0	0	0	50,000	50,000	0
Hall and Stables	11,027	38,127	27,100	147,559	119,740	-27,819
Market	391	228	-163	2,845	2,845	0
Speedwell Rooms	6,022	5,626	-396	36,134	36,134	0
SURPLUS (-)/DEFICIT (+)	-222,673	-202,151	20,522	-176,947	-316,462	-139,514

Explanation of any variances greater than £5,000

Income:

YTD - There has been a successful grant income achieved of £1,000 in the first two months which was not expected and additional hires to the Speedwell Rooms providing a higher income than expected in the period.

TYE – An unexpected income of £102,062 from CIL receipts will increase income but this is offset with the revelation that the Council Tax Support Grant will not now be received. Additionally the income expected from the Hall and Stables leases is not likely to be fully achieved unless the vacant offices can be let.

Hall and Stables:

YTD - The utility bills for the Hall have been higher than expected, although one of these is legal costs. These are being challenged and a credit is expected in future bills to balance this off. A change to contracts will occur in October reducing the unit rate to less than half the current price which will have a positive impact.

TYE: At the present time there are predicted underspends to Year-End on building maintenance, working budget, and the cleaning contract as the hours were reduced following the retirement of a previous staff member, however these may be taken up to offset utility bills and any pension shortfalls subsequently notified. There are also issues with the hall toilets which require attention and a long standing problem with the flat roof above Room 19.

Balance Sheet:

		Total	<30 Days	30-90 Days	90-365 Days	>1 year
Debtors:						
	Trade	9315.15	7470.17	1844.98		
	Other	6550.14	4268.4	2281.74		
Creditors:						
	Trade	12879.37		12879.37		
	Payroll	2797.29	2797.29			
	VAT	-2142.68	-2142.68			
	Loans	0				
	Other	3		3		

This does not include outstanding debts pre 1st April 2023, which are steadily being paid off as time allows and once checks have been made that amounts are still actually due. For example, there has been a significant reduction in utility bills owed due to meter readings having been submitted and corrections made as well as duplicate entries being removed from the system.

Please note that most of the outstanding debtor accounts have been cleared in June (a significant portion of those was advance invoicing for office rentals payable on 1st June 2023). Other debts relate to room bookings and sale of an asset which have/will be cleared in June.

The large trade creditor is a utility bill which is being disputed at present and awaiting action from the company. The payroll amount relates to tax and pension contributions which are cleared the following month in accordance with acceptable practices.

At the end of May 2023, the Council is on track to meet its target position by year-end and will remain solvent based on current projections.

Cashflow forecast

[illegible]

Not included bar takings as unclear if the bar can run but could look to lease it instead on a long term basis

Expenditure

Admin/Running Costs

Postage	-	192	96	96	96	96	96	96	96	96	96	96	1,152	1,500
Stationery	-	43	22	22	22	22	22	22	22	22	22	22	260	500
Insurance			4,178					3,369					7,547	8,200
Websites	26											150	176	420
Other Advertising and publicity	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Subscriptions	35						495	-					530	500
Refreshments	-	10	5	5	5	5	5	5	5	5	5	5	61	150
Accountancy/book-keeping	1,761												1,761	1,761
Audit		550					1,680						2,230	2,230
IT inc software licences	113	113	166	166	166	166	166	166	113	113	113	113	1,675	1,550
Professional Advice/fees							6,000						6,000	6,000
Late/Non DD Payment fees/charges	-	1,472	736	736	736	736	736	736	736	736	736	736	8,833	10,000
Office Equipment	-	55											55	4,000
Office - NNDR	343	349	349	349	349	349	349	349	349	349	349	349	4,182	3,318
Staff Salaries	5,431	5,377	5,377	5,377	5,377	5,377	5,377	5,377	5,377	5,377	5,377	5,377	64,578	88,430
Employer NI	678	533	533	533	533	533	533	533	533	533	533	533	6,539	6,391
Employer Pension Contributions	1,230	872	872	872	872	872	872	872	872	872	872	872	10,827	15,888
Redundancy costs		4,927											4,927	
Recruitment Advertising	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Staff Training								500					500	500
Staff Expenses													-	150
Councillor Training						250							250	250

[illegible]

Bad Debt Provision													-	10,000	
Loan Repayments															
PWLB	27,286						27,286						54,571	55,000	
CBC Loan 1	8,087					7,986							16,073	16,073	
CBC Loan 2						45,000							45,000	45,000	
Market															
CBC Electricity Charges						200							200	500	
Market - NNDR	113	115	115	115	115	115	115	115	115	115	115	115	1,378	2,345	
CBC Insurance							500						500	500	
Speedwell Rooms															
Building Maintenance	836	320	208	208	208	208	208	208	208	208	208	208	3,240	2,500	
Licences/Permits	1,256					180							1,436	1,696	
Bar Stock													-	7,500	
Gas/Electric	-	460	833	833	833	833	833	833	833	833	833	833	8,793	10,000	
Water	125	125	125	125	125	125	125	125	125	125	125	125	1,500	1,500	
NNDR	876	875	875	875	875	875	875	875	875	875	875	875	10,501	7,610	
EPOS system	69	41	55	55	55	55	55	55	55	55	55	55	660	1,701	
Telephone/Bband	23	75	75	75	75	75	75	75	75	75	75	75	845	3,627	
Waste removal	-	795	-	-	-	-	-	-	-	-	-	-	795	-	
													-		
													-		
O/S Creditors													-		
O/S debts	247,129	38,931	10,500	4,100	20,000								320,660		
													-		
													-		
													-		
													-		
													-		
													-		
													-		
													-		
TOTAL EXPENDITURE	-	313,368	76,452	33,107	22,553	38,446	72,446	70,390	23,299	18,394	18,377	18,977	34,704	740,512	525,820
Bank Balance C/F	179,384	126,528	59,293	139,560	130,323	140,899	331,051	319,476	304,992	295,413	285,851	275,689	249,801		
Budget Surplus/(Deficit) in year													70,417	70,417	191,932