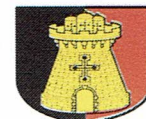




HUTTON PARISH COUNCIL

7 BILSBOROUGH MEADOW
PRESTON
PR2 1YY



NEXT MEETING

30th April 2025

Members of the Council are summoned to the ANNUAL PARISH COUNCIL MEETING to be held on
Wednesday the 7th May 2025 at Hutton Village Hall commencing at 7.30pm


W V Mcennerney-Whittle (Clerk & RFO)

1. To elect the Chairman for the following 12 months
A Declaration of Acceptance of Office should then be signed.
2. To elect the Vice Chairman for the following 12 months.
3. To receive apologies
4. To consider and approve the Minutes of the meetings held on 5th March 2025 and 25th March 2025 which are enclosed
5. To receive Declarations of Interest
6. To adjourn the meeting for a period of public participation

Any member of the public may speak for up to 5 minutes within the overall time allocated.

Please note that any representation or matter raised does not require any response from the Council and should not be debated since no decision can lawfully be made during this time.

A member of the public is any person present other than a member or official of the Council.

A member or official of the Council may (after the meeting) request a future agenda item be placed setting out what it is the Council is being asked to consider and decide upon

- 7 To approve the following payments:

04/02/2025	NEWGATE NURSERIES XMAS TREE	64	192.00
04/02/2025	HUTTON VILLAGE HALL ROOM HIRE	65	114.00
04/02/2025	P HEISE LENGTHSMAN	66	556.80
28/02/2025	BANK CHARGES	67	6.00
13/03/2025	STOCKSIGNS SPID BRACKETS	68	396.00
13/03/2025	P HEISE LENGTHSMAN	69	556.80
27/03/2025	W V MCWHITTLE SAL 4TH QTR	70	1811.05
27/03/2025	HMRC 4TH QTR	71	1271.49
27/03/2025	WADE GROUND WORKS CAR PARK REPAIR	72	1200.00
27/03/2025	P HEISE LENGTHSMAN	73	556.80
31/03/2025	BANK CHARGES	74	6.00

8. To approve the enclosed Financial Statement as of 31st March 2025
9. To receive and note the Internal Auditors Report for the year 2024/25
10. To approve Section 1 Annual Governance Statement 2024/25 and Section 2 Accounting Statements 2024/25 (enclosed) being part of the Annual Governance and Accountability Return 2024/25 and authorise the Chairman and Clerk/RFO to sign them on behalf of this Council.
11. To appoint representatives to Hutton Village Hall Management Committee (Two)
12. To receive from Parish Councillors any updates on Parish Council related matters
This item is for information only – no lawful decision can be made during this time
13. To note that the date of the next meeting is scheduled for Wednesday the 25th June 2025

DECLARATION OF ACCEPTANCE OF OFFICE

Ihaving been elected to the office of Chairman of Hutton Parish Council declare that I take that office upon myself and will duly and faithfully fulfil the duties of it according to the best of my judgment and ability.

Signed

Date

This declaration was made and signed before me,

Signed

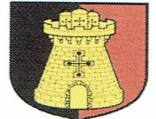
Date

Proper Officer of the Council



HUTTON PARISH COUNCIL

7 BILSBOROUGH MEADOW
PRESTON
PR2 1YY



Minutes of the PARISH COUNCIL MEETING held on
Wednesday the 5th March 2025 at Hutton Village Hall commencing at 7.30pm

Present: Cllrs Parkes, Butterworth, Patel, Matin and Potter

There was one member of the public present

11/25 To receive apologies

Cllr Martinez

12/25 To consider and approve the Minutes of the meeting held on 22nd January 2025 (enclosed)

It was resolved that the minutes of the meeting held on the 22nd January 2025 should be approved and signed by the Chairman as a true and accurate record.

13/25 To receive Declarations of Interest

None

14/25 To adjourn the meeting for a period of public participation

The meeting was adjourned

A resident mentioned a number of hedges on Liverpool Road which were overgrown and thus reducing the width of the footway to unacceptable levels. She was advised that LCC were the proper authority to deal with such matters and that she should report the specific incidents to them for attention.

Mention was also made concerning speeding traffic on Liverpool Road suggesting that a 20mph limit should be in force. She was advised that permanent 20 mph limits were not applied to through roads as was the case here.

The meeting was reconvened

15/25 To approve the following payments:

10/12/2024	CPRE ANNUAL SUBSCRIPTION	52	36.00
10/12/2024	POPPY APPEAL DONATION	53	100.00
10/12/2024	D G PARKES RE-IMBURSE REMEBRANCE DAY EXP	54	97.00
11/12/2024	BILLYS PARTYTIME XMAS EVENT COSTS	55	189.99
11/12/2024	P HEISE LENGTHSMAN	56	556.80
11/12/2024	SLCC 1/3RD ANNUAL SUBSCRIPTION	57	120.00
20/12/2024	HMRC 3RD QTR	58	1410.84
20/12/2024	W V MCWHITTLE SALARY 3RD QTR	59	1961.15
31/12/2024	BANK CHARGES	60	6.00
22/01/2025	P HEISE LENGTHSMAN	61	278.40
22/01/2025	VISION ICT EMAIL ACCOUNT SET UP - HARRISON	62	16.00
31/01/2025	BANK CHARGES	63	6.00

It was resolved that the payments referred to above should be approved

16/25 To consider the enclosed quotes for the creation of the footpath from behind the Village Hall to the wildlife area and decide which contractor to appoint.

It was resolved that the quotation of £19531.50 should be accepted and that the contract should be awarded to Willow Landscapes and SRBC advised accordingly.

17/25 To consider whether this Council wishes to enter the Best Kept Village Competition 2025

The Council decided in the previous two years not to make any entry due to the poor condition of the pond area and old tennis courts. Whilst both of these are expected to have enhancements during 2025 there are no definitive timescales for the old tennis court improvements and the creation of a path to the wildlife area is also expected to take place during the judging period.

It was resolved that this Council should not enter the competition this but would review this in 2026 when the works to the pond, tennis courts and footpath to the wildlife area would be expected to be completed.

18/25 To approve that the Lengthsman's hourly rate be increased by the latest CPI figure published on the 19th February 2025 (3.0%) from £17.40 per hour to £17.92 per hour

It was resolved that the Lengthsman's hourly rate should be increased to £17.92 per hour

19/25 To approve that an Assistant Lengthsman contract should be offered to Chris Lister from 1st April to 31st October 2025 for 8 hours per week at a rate of £12.40 per hour representing an increase from last year in line with the latest CPI figure published on the 19th February 2025.

It was resolved that an Assistant Lengthsman's contract should be offered to Chris Lister as outline above.

20/25 To approve the enclosed Financial Statement as of 31st December 2024

It was resolved that the Financial Statement referred to above should be approved

21/25 To receive from Parish Councillors any updates on Parish Council related matters

SRBC have had some work done to the pond however further improvements including the fencing are still awaited.

The proposed Paddle Tennis Facility proposals are still under discussion.

Four trees in Long Wood have fallen due primarily to disease. Our tree consultant has suggested that they were planted in the wrong place and that lack of light due to being planted under the canopies of other larger trees has not helped their survival. He advises that any replacements should not be planted in the same location for that reason.

The Village Hall have made a funding request which will be dealt with at the next meeting.

The Parish Councillor vacancy can now be filled by co-option. Notices are being placed inviting applications.

A newsletter is due out this coming spring.

22/25 To note that the date of the next meeting is scheduled for Wednesday the 7th May 2025

It was noted that the next meeting is scheduled for the 7th May 2025



HUTTON PARISH COUNCIL

7 BILSBOROUGH MEADOW
PRESTON
PR2 1YY



Minutes of the EXTRA ORDINARY PARISH COUNCIL MEETING held on
Tuesday the 25th March 2025 at Hutton Village Hall commencing at 7.30pm

Present: Cllrs Parkes, Martin, Patel and Butterworth.

There were no members of the public present.

23/25 To receive apologies

Cllrs Potter and Martinez

24/25 To receive Declarations of Interest

None

25/25 To adjourn the meeting for a period of public participation

There were no members of the public present

26/25 To consider whether this Council wishes to make any comment in response to the Central Lancashire Local Plan Consultation (details of which have already been circulated to members)

The Plan shows that there is only one Key Development Area allocated to Hutton Parish Council comprising 120 dwellings off Liverpool Road Hutton. See pages 58 Policy HS3.6 and page 232 of the consultation documents which highlights considerations required before any planning application is submitted including Highways (ST1/ST2 pages 165,166 and 167 particularly Policy ST2 (para 5b)

It was noted during debate that the Parish Council will be a Statutory Consultee whenever a formal planning application is lodged and will be looking closely at the Key Development Considerations which form part of the overall plan, which include Highway Issues, Ecology, Housing Mix and Density to name but a few.

It was resolved however that within the constraints of the consultation pro forma this Council feels that it is unable to put forward and meaningful representation.

FINANCIAL STATEMENT 1ST APRIL 2024 TO 31ST MARCH 2025				
BUDGET	INCOME	£		
48592	Balance b/f 1st April 2024	55076.89		
	Advertising			
28350	Precept	28350.00		
400	Bank Interest	853.73		
271	V A T Recovered	890.72		
	CIL	4943.67		
77613	Total	90115.01		
	LESS EXPENDITURE			
200	Hire of Hall for Meetings	114.00		
900	Subscriptions/Registrations/Web Site	754.55		
10400	Lengthsman	9860.80		
750	Insurance	706.53		
800	Materials / General Maintenance	150.11		
	Vat Recoverable	1560.22		
12500	Salaries	11604.32		
350	National Insurance Employer	366.11		
100	Donations	100.00		
400	Postage Telephone & Stationery	346.69		
300	Mileage	226.20		
400	Audit	340.00		
200	Xmas Tree	160.00		
72	Bank Charges	71.40		
650	Newsletter	214.00		
1500	Jubilee Garden & Planter Maintenance	750.60		
1000	Long Wood Maintenance	2730.00		
500	Xmas / Remembrance Events	381.24		
1744	War Memorial Planters CIL	1744.06		
	Car Park Repair	1000.00		
	Spid Project	330.00		
32766	Total	33510.83		
44847	Balance in hand	56604.18		
	Bank Balance	24190.55		
		32413.63		
	Net Balance	56604.18		
	LESS RESTRICTED FUNDS (CIL)	37517.66		
	GENERAL RESERVES	16554.49		

COMMUNITY INFRASTRUCTURE LEVY STATEMENT

[illegible]

Annual Internal Audit Report 2024/25

HUTTON PARISH COUNCIL

www.hutton-pc.gov.uk

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).	✓		

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

21/04/2025

DD/MM/YYYY

DD/MM/YYYY

SANDRA OWISEMAN

Signature of person who carried out the internal audit

Sandra Owiseman

Date

27/04/2025

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

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

Hutton Parish Council – Internal Audit 2024/25

	Control Objectives	Agreed?	Evidence																																																								
A	Appropriate accounting records have been properly kept throughout the financial year.	Yes	<p>The Clerk maintains a computerised cash book, which is updated regularly and reported to Committee on a quarterly basis along with a comparison of progress against budget.</p> <p>For each payment the cash book records the transaction date, payee, method of payment, minute number, expenditure type and gross amount paid. For receipts, the precept, grants, VAT and other income are itemised separately.</p>																																																								
B	This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	Yes	<p>The Council's Financial Regulations and Standing Orders were updated and adopted on 28th February 2024.</p> <p>The orders require each payment to be authorised by the Council and minuted. Cheques and on-line payments are required to be authorised by 2 members of the Council. Where possible, invoices should be approved for payment at the next available parish meeting. When requesting authorisation of on-line payments, the clerk will provide scanned copy of any non-regular invoices. All payments are now made online.</p> <p>The following selective assessment of 6 payments (8%) has been checked and found to be in compliance with the Council's financial regulations:</p> <table><tr><th>Pymnt No</th><th>Date</th><th>Payee</th><th>Amount</th><th>Invoice Recorded in A/cs</th><th>VAT Amount</th><th>Minuted</th><th>VAT correctly reclaimed</th></tr><tr><td>12</td><td>28/6/24</td><td>C W Berry</td><td>£8.25</td><td>✓</td><td>£1.38</td><td>4/9/24</td><td>✓</td></tr><tr><td>24</td><td>6/9/24</td><td>Ken Linford</td><td>£360.00</td><td>✓</td><td>£60.00</td><td>30/10/24</td><td>✓</td></tr><tr><td>37</td><td>5/11/24</td><td>Printing World</td><td>£214.00</td><td>✓</td><td>£0.00</td><td>22/1/25</td><td>N/A</td></tr><tr><td>48</td><td>25/11/24</td><td>Newgate Nurseries</td><td>£79.44</td><td>✓</td><td>£13.24</td><td>22/1/25</td><td>✓</td></tr><tr><td>62</td><td>22/1/25</td><td>Vision ICT</td><td>£16.00</td><td>✓</td><td>£2.67</td><td>5/3/25</td><td>✓</td></tr><tr><td>72</td><td>27/3/25</td><td>Wade Groundworks</td><td>£1,200.00</td><td>✓</td><td>£200.00</td><td>Next meeting</td><td>✓</td></tr></table> <p>There were no <u>net</u> purchases in excess of £5,000 in 2024/25 requiring 3 tenders.</p>	Pymnt No	Date	Payee	Amount	Invoice Recorded in A/cs	VAT Amount	Minuted	VAT correctly reclaimed	12	28/6/24	C W Berry	£8.25	✓	£1.38	4/9/24	✓	24	6/9/24	Ken Linford	£360.00	✓	£60.00	30/10/24	✓	37	5/11/24	Printing World	£214.00	✓	£0.00	22/1/25	N/A	48	25/11/24	Newgate Nurseries	£79.44	✓	£13.24	22/1/25	✓	62	22/1/25	Vision ICT	£16.00	✓	£2.67	5/3/25	✓	72	27/3/25	Wade Groundworks	£1,200.00	✓	£200.00	Next meeting	✓
Pymnt No	Date	Payee	Amount	Invoice Recorded in A/cs	VAT Amount	Minuted	VAT correctly reclaimed																																																				
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72	27/3/25	Wade Groundworks	£1,200.00	✓	£200.00	Next meeting	✓																																																				

C	This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	Yes	<p>The Council maintains a comprehensive risk management policy statement which is reviewed annually. The activities of the Council to not present any significant risks. The 2025 risk management policy and risk register were approved on 22/1/25.</p> <p>The Council has adequate insurance cover as follows:</p> <table><tr><td>Public Liability</td><td>£12m</td></tr><tr><td>Employer liability</td><td>£10m</td></tr><tr><td>Fidelity guarantee</td><td>£100k (Highest balance £85k)</td></tr><tr><td>Officials Indemnity</td><td>£250k</td></tr><tr><td>Libel</td><td>£250k</td></tr><tr><td>Property damage</td><td>Replacement cost.</td></tr></table>	Public Liability	£12m	Employer liability	£10m	Fidelity guarantee	£100k (Highest balance £85k)	Officials Indemnity	£250k	Libel	£250k	Property damage	Replacement cost.
Public Liability	£12m														
Employer liability	£10m														
Fidelity guarantee	£100k (Highest balance £85k)														
Officials Indemnity	£250k														
Libel	£250k														
Property damage	Replacement cost.														
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	Yes	<p>The annual precept for 2024/25 was based on a comprehensive budget; expenditure for 2024/25 in most areas was in line with budget. The clerk has reported progress against budget to the Council on a quarterly basis.</p> <p>Reserves at the year-end were £56,604.18 including £37,517.66 Community Infrastructure Levy (CIL) funds. The balance at the year-end (excluding CIL) represents around 58% of the 2024/25 annual precept which is appropriate.</p>												
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	Yes	<p>The Council's financial regulations require receipts to be banked within 10 working days and to be entered into the cash book.</p> <p>All income has been received by BACS which is best practice.</p> <p>The Council submits a VAT return annually. The VAT identified in section B above had been correctly reclaimed.</p>												
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	Yes	<p>The Council does not have petty cash. The Clerk keeps a record of all expenses incurred on Parish Council business and reclaims the amount periodically.</p> <p>The expense claim of £80.97 reimbursed on 20/12/24 was checked against NALC mileage rates and against the Clerk's contract of employment. This amount was approved in the minutes on 5/3/25.</p>												

			<p>The mileage rate claimed is in accordance with the NALC 2010/11 rates published in April 2010. Mileage allowances above 45ppm and telephone expenses are treated as a taxable allowance and tax has been correctly deducted at source.</p>								
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.	Yes	<p>The Clerk's hours were agreed at 15 hours per month wef 1/9/23. The scale of annual remuneration was agreed on 21/5/07. The payment for quarter 3 was checked and is in accordance with current NALC pay scales (effective from 1/4/24) and the Clerk's contract of employment.</p> <p>NI and PAYE is calculated using HMRC software. PAYE is deducted at source and paid to HMRC quarterly along with Employers NI. Statutory employer returns have been submitted to the HMRC on-line. The employee has been registered with the pension's regulator.</p> <p>The parish lengthsman is self-employed and works 8 hours per week for 48 weeks and the assistant lengthsman works 8 hours per week from 1st April until 31st October. The payments for October 24 agree to the contracts. Increased rates of pay for the lengthsman and assistant lengthsman were agreed on 5/3/25.</p>								
H	Asset and investments registers were complete and accurate and properly maintained.	Yes	<p>Assets are required to be valued at purchase cost (or current cost if the purchase cost is not known) with no depreciation.</p> <p>The current Asset Register was approved by the Council on 22/1/25. The new planters at the war memorial which were purchased in year have been added to the asset register.</p>								
I	Periodic bank account reconciliations were properly carried out during the year.	Yes	<p>The Clerk reconciles the accounts to the bank statements on a regular basis.</p> <p>Balances at 31/3/25 reconcile to the accounts:</p> <table><tr><td></td><td>£</td></tr><tr><td>Current</td><td>24,190.55</td></tr><tr><td>Deposit</td><td>32,413.63</td></tr><tr><td></td><td><u>56,604.18</u></td></tr></table>		£	Current	24,190.55	Deposit	32,413.63		<u>56,604.18</u>
	£										
Current	24,190.55										
Deposit	32,413.63										
	<u>56,604.18</u>										
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts &	Yes	<p>Year end accounts have been prepared on a receipts and payments basis and agree to the cash book. The Clerk has maintained a comprehensive and well organised file, which along with the Councils minutes, provide a full and detailed audit trail</p>								

	payments or income & expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.		The Clerk has produced a statement of variances to submit with the accounts to the external auditor.
K	If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt.	Not covered	
L	The authority published the required information on a website / web page up to date at the time of the internal audit in accordance with the relevant legislation.	Yes	The Council's website is free to access and the 2023/24 accounts, expenditure analysis and external report are published and easily accessible.
M	In the year covered by this AGAR, the authority correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024/25 AGAR period, were public rights in relation to the 2023/24 AGAR evidenced by a notice on the website and / or authority approved minutes confirming the dates set).	Yes	The Council approved Section 1 Annual Governance Statement 2023/24 and Section 2 Accounting Statements 2023/24 were at the meeting on 1/5/24 which is recorded in the minutes of the meeting and published on the Council's website. The notice of public rights for 2023/24 is published on the Council's website.
N	The authority has complied with the publication requirements for 2023/24 AGAR (See AGAR page 1 guidance notes)	Yes	2023/24 AGARs are published on the Council's website.
O	(For local councils only) Trust Funds (including charitable) – The council met its responsibilities as a trustee.	N/A	The council does not have any trust funds.

Signed

SANDRA WISEMAN ACMA CGMA

Date

21/4/25

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

HUTTON PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

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

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

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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Section 2 – Accounting Statements 2024/25 for

HUTTON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	44,140	55,077	<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	27,000	28,350	<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	10,452	6,688	<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	11,835	11,971	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	14,680	21,540	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	55,077	56,604	<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	55,077	56,604	<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	46,281	48,025	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

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

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED