

DUDDON AND BURTON PARISH COUNCIL POLICIES

Policies	Date Adopted	Date Last Reviewed	Date Next Reviewed
Financial Regulations	April 2020	Nov 2021	
Standing Orders	April 2020	Nov 2021	



CESHIRE WEST AND CHESTER BOROUGH COUNCIL

MEMBER CODE OF CONDUCT

As adopted by Duddon and Burton Parish Council

In force: 5th May 2022

Introduction

Duddon and Burton Parish Council has adopted this Member Code of Conduct.

All councils are required to have a local Councillor Code of Conduct.

The Council will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation.

Definitions

For the purposes of this Code of Conduct, a “member” means a member or co-opted member of Duddon and Burton Parish Council. A “co-opted member” is designed in the Localism Act 2011 section 27(4) as a “person who is not a member of the authority but who

- a) Is a member of any committee or sub-committee of the authority; or
- b) Is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee.”

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out specific obligations in relation to standards of conduct. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of member conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, members and local authority officers, should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of member.

In accordance with the public trust placed in me, on all occasions:

- I will act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of member.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community;
- I do not improperly seek to confer an advantage or disadvantage on any person;
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of member or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a member.

This Code of Conduct applies to you when you are acting in your capacity as a member which may include when:

- you misuse your position as a member;
- your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a member

This Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a member.

The Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish members are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

Standards of member conduct

This section sets out your obligations, which are the minimum standard of conduct required by you as a member. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a member:

- 1.1. I treat other members and members of the public with respect.**
- 1.2. I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.**

Respect means politeness and courtesy in behaviour, speech and in the written word. Debate and having different views are all part of a healthy democracy. As a member, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in members.

In return, you have the right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow members, where action could then be taken under the Member Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's member-officer protocol.

2. Bullying, harassment and discrimination

As a member:

- 2.1. I do not bully any person.**
- 2.2. I do not harass any person.**
- 2.3. I promote equalities and do not discriminate unlawfully against any person.**

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity as defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Members have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a member:

- 3.1. I do not compromise, or attempt to compromise the impartiality of anyone who works for, or on behalf of, the local authority**

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a member:

- 4.1. I do not disclose information:**

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
 - i. I have received the consent of a person authorised to give it;**
 - ii. I am required by law to do so;**
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - iv. the disclosure is:**
 - 1. reasonable in the public interest; and**
 - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and**
 - 3. I have consulted the Clerk prior to its release**

- 4.2. I do not improperly use knowledge gained solely as a result of my role as a member for the advancement of myself, my friends, my family members, my employer or my business interests.**

- 4.3. I do not prevent anyone from getting information that they are entitled to by law.**

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or help by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a member:

5.1. I do not bring my role or local authority into disrepute

As a Member, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on your, other members and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow members to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a member:

6.1. I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else

Your position as a member of the local authority provides you with certain opportunities, responsibilities and privileges and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a member:

7.1. I do not misuse council resources

7.2. I will, when using the resources of the local authority or authorising their use by others:

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a member.

Examples include:

- office support
- stationery
- equipment such as phones and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a member more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Member:

- 8.1. I undertake Code of Conduct training provided by my local authority**
- 8.2. I cooperate with any Code of Conduct investigation and/or determination**
- 8.3. I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings**
- 8.4. I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct**

It is extremely important for you as a member to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a Member:

- 9.1. I register and disclose my interests**

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow members know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other members when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, your should always seek advice from your Monitoring Officer [or if a Parish Member from your Clerk].

10. Gifts and hospitality

As a Member:

- 10.1. I do not accept gifts or hospitality, irrespective of estimate value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**
- 10.2. I register with the Monitoring Officer [or in the case of a Parish Member with your Clerk] any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**
- 10.3. I register with the Monitoring Officer Officer [or in the case of a Parish Member with your Clerk] significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you, because you are a member. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult as it is seen as rudeness in which case you could accept it but must ensure that it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a member, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a member. If you are unsure, do contact your Monitoring Officer **[or in the case of a Parish Member with your Clerk]** for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B – Registering Interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registrable Interests)**.

“Disclosable Pecuniary Interest” means an interest of yourself, or of your partner if you are aware of your partner’s interest, within the descriptions set out in Table 1 below.

“Partner” means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up to date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A ‘sensitive interest’ is an interest which, if disclosed, could lead to the member, or a person connected with the member, being subject to violence or intimidation.
3. Where you have a ‘sensitive interest’ you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

Individual Member Decision Making

5. Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

Disclosure of Other Registrable Interests

6. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registrable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the same room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or wellbeing (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or wellbeing of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest' you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which **affects** –
 - a. your own financial interest or wellbeing;
 - b. a financial interest or wellbeing of a relative or close associate; or
 - c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2**you must disclose the interest. In order to determine whether you can remain the meeting after disclosing your interest the following test should be applied.
9. Where a matter (referred to in paragraph 8 above) **affects** the financial interest or wellbeing:
 - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and
 - b. a reasonable member of the public knowing all of the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Individual Member Decision Making

10. Where you have an Other Registrable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain
Sponsorship	Any payment or provisions of any other financial benefit (other than from the Council) made to the member during the previous 12 month period for expenses incurred by him/her in carrying out his/her duties as a member, or towards his/her election expenses This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992
Contracts	Any contract made between the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the Council – (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the areas of the Council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the Council for a month or longer
Corporate tenancies	Any tenancy where (to the member's knowledge): (a) the landlord is the council; and (b) the tenant is a body that the member, or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners is a partner of or a

	director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where: (a) that body (to the member's knowledge) has a place of business or land in the area of the council; and (b) either: i. the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or ii. if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the member, or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class

* 'director' includes a member of the committee of management of an industrial and provident society

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You must register as an Other Registrable Interest:

- a) any unpaid directorships
 - b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
 - c) any body:
 - i. exercising functions of a public nature
 - ii. directed to charitable purposes or
 - iii. one of whose principal purposes included the influence of public opinion or policy (including any political party or trade union)
- of which you are a member or in a position of general control or management

Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring members to comply with any formal standards investigation and prohibiting trivial or malicious allegations by members.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both members and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

Items for Approval to pay between meetings throughout the year

Item	Frequency
Salary	Monthly
HMRC	Quarterly
Expenses	Monthly
Training	Monthly
Payroll	Quarterly
Internal & External Au	Annually
Insurance	Annually
Website Subscriptions	Annually
Subscriptions	Annually
Village Hall/Room Hire	Quarterly
Maintenance of Asset	Quarterly
Jubilee Events	Monthly

To Approve Payments made between meetings

From: David Trotman <david@cheshireaccountants.net>
Sent: 25 March 2022 12:19
To: duddonandburtonparishcouncil@gmail.com
Subject: Engagement

Duddon & Burton Parish Council

Sandie McBennett

By email from: david@cheshireaccountants.net
To email address: duddonandburtonparishcouncil@gmail.com

Date 25/03/2022

Dear Sandie,
RE: Engagement of Shires Accountants for Payroll Services

As in previous years I write to you to renew our Payroll Services for the forthcoming year. I also this year want to inform you of new and exciting changes made to the business recently.

As you may be aware David's business partner Penelope left Shires Accountants Limited 11 months ago therefore, over the past few months David has had to make some new and exciting changes to the company and recruit additional team members. These changes are for the better and will enhance the delivery of the payroll services.

The previous two businesses Shires Pay Services Limited and Shires Accountants Limited have combined their business operations into one new company PQR Limited t/a Shires Accountants.

Changes to our team –

Paul Millard – Paul has joined the team as a company director he has been in general accountancy practice for over 11 years' and has a wealth of experience in dealing with accounting and taxation matters, Paul is proactive and keen to work with all customers in any way he can. Paul has expertise in cloud computing systems and other computing areas that he uses to help businesses so that they may reduce time on admin tasks.

Mandy Simcock – Mandy also joins the team to operate as our payroll administrator, she has over 20 years' experience in a payroll bureau and with that brings a wealth of knowledge in all aspects of payroll administration.

Adam Tuzinsky – many of you have worked with Adam previously and know his enthusiasm and dedication to all accountancy and payroll matters and is always on hand to resolve queries in the most efficient and personable way. He has knowledge in aspects of accountancy, payroll, taxation, and cloud computing systems.

Barbara Millard - Barbara has joined our team as an office administrator and as a support for the bookkeeping, VAT, payroll department, and she has prior experience in using cloud and desktop software.

Our fixed service costs for Payroll Services will remain the same as previously charged by Shires Accountants Limited and we will not be increasing payroll fees for this coming period 06 April 22 to 05 April 23.

Please could you kindly confirm by return email if you are happy for us to undertake your instruction for the forthcoming year.

We trust the above is satisfactory however, should you have any queries or require any further clarification please do not hesitate to contact myself or Paul.

Duddon & Burton Parish Council

Clerk & RFO - Trudy Ryall-Harvey from 7th November 2021 - 31st March 2022

Email: duddonandburtonparishcouncil@gmail.com

Mobile: 07784 486 767

Information included:

Bank Reconciliation (below)

Significant variances explanation

Year End Accounts

Asset Register

Risk Assessment

Chairman for Year 2020-21

Geoff Goulbourne

Contact Number: 01829 781 433

CASH BOOK

Balance brought forward	£11,203
PLUS: Receipts	£13,464
LESS: Payments	<u>-£7,022</u>
	£17,645

BANK

Current Account	£17,645
LESS: unpaid cheques	<u>£0</u>
	£17,645

S137 Limit for 2021-22	£3,678.36
Total Spend for year	£1,820.00

Parish Council Minutes are available at

<https://www.duddonandburtonpc.co.uk/minutes-and-agendas.aspx>

Explanation of variances – pro forma

Name of smaller authority:

Duddon and Burton Parish Council

County area (local councils and parish meetings only):

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

	2020-21 £	2021-22 £	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)
1 Balances Brought Forward	9,614	11,203				Explanation of % variance from PY opening balance not required - Balance brought forward does not agree, query this	
2 Precept or Rates and Levies	7,250	7,600	350	4.83%	NO		In 2020-21 we received £0 additional income in.
3 Total Other Receipts	0	5,864	5,864	2665341%	YES		In 2021-22 we received the following additional money:- £17,492 towards Biddefender Subscription from other Parish Councils £2,683 VAT Rebate £1,532 Churchyard Grant Application £1,648 CWaC
4 Staff Costs	2,950	3,114	164	5.55%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	2,712	3,908	1,196	44.10%	YES		Professional Services for 2021-22 = £1,695 Professional Services for 2020-21 = £898 General Services for 2020-21 = £66.40 General Services for 2020-21 = £154 Administration for 2021-22 = £292 Administration for 2020-21 = £116 Grants and Projects for 2021-22 = £1,692 Grants and Projects for 2020-21 = £1,401 VAT for 2021-22 = £161 VAT for 2020-21 = £143
7 Balances Carried Forward	11,203	17,645					
8 Total Cash and Short Term Investments	11,203	17,645					
9 Total Fixed Assets plus Other Long Term Investments and	57,285	57,285	0	0.00%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)

Explanation for ‘high’ reserves

(Please complete the highlighted boxes.)

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

	£	£	
Earmarked reserves:			
Reserve 1	5000		Refurbishment of Playground Equipment
Reserve 2	2000		Replacement Noticeboard
Reserve 3	2000		Repair of Safety Surfacing
Reserve 4	1648		CWaC Grant Monies
Reserve 5			
Reserve 6			
		10648	
General reserve	6997		up to one years precept to be kept
		6997	
Total reserves (must agree to Box 7)		17645	

DUDDON AND BURTON PARISH COUNCIL CASHBOOK - FINANCIAL TRANSACTIONS 2021-22

STATEMENT DATE	Description	Cheque No	Power	People & Expenses	Professional Services	General Services	Admin	Grants	Projects	VAT	Receipts	Totals	Comments	Resolved	No.
				EXPENDITURE excluding VAT											
07/04/2021	CWAc										1,532.00	1,532.00	Churchyard Grant		
08/04/2021	CWAc										7,600.00	7,600.00	Precept		
19/11/2021	Came and Co	100767	3		-835.16							-835.16	Annual PC Insurance	21/015	1
07/12/2021	S McBennett	100776	7									-50.00	Hedgecutting	21/015	2
07/12/2021	T Ryall-Harvey	100775	1									-139.41	Millage, Stationery etc	21/015	3
07/12/2021	Sandra McBennett	100773	1				-129.18					-1,600.00	Clerk's Salary for Apr -	21/015	4
08/12/2021	HMRC PAYE	100777	1		-1,600.00							-258.36	PAYE Payment	21/019	5
08/12/2021	Shires Accountants	100770	1		-258.36							-133.80	Payroll for 2021/22	21/015	6
13/12/2021	Ann Wright	100769	1		-111.50							-48.00	Internal Auditor	21/015	7
13/12/2021	St Peter's Church - Dudd	100768	9		-40.00							-1,532.00	Churchyard Grant	21/015	8
17/12/2021	HMRC VTR							-1,532.00				2,683.59	VAT Refund	21/018	9
21/12/2021	T Ryall-Harvey	100780	1		-182.46							-182.46	Clerk's Salary for Nov	21/015	10
01/01/2022	Total Bank Charges					-7.80						-7.80	Bank Charge until 10-12/21/019	21/019	11
13/01/2022	PKF Littlejohn	100778	9		-240.00							-288.00	External Audit Fine	21/019	12
13/01/2022	CHALC	100771	8		-154.44							-154.44	Membership for 2021/21/015	21/015	13
13/01/2022	T Ryall-Harvey	100779	1		-225.96							-225.96	Clerk's Salary for Dec	21/019	14
14/01/2022	IntouchNow	100772	4		-314.39							-377.27	Domain Name Hosting	21/015	15
21/01/2022	T Ryall-Harvey	100781	1		-225.96							-225.96	Clerk's Salary for Jan	21/019	16
01/02/2022	Total Bank Charges					-6.20						-6.20	Bank Charge until 10-01-2022		17
09/02/2022	HMRC PAYE	100782	1		-169.20							-169.20	PAYE Payment for Jan -	21/019	18
22/02/2022	Peter Lightfoot	100783	7									-60.00	Hedgecutting by Village	21/026	19
01/03/2022	Walkers Nurseries Chest	100785	7									-60.48	Periwinkles for CWAc	21/026	20
04/03/2022	Total Bank Charges					-7.40						-7.40	Bank Charges to 10 Feb	21/026	21
09/03/2022	T Ryall-Harvey	100784	1		-225.96							-225.96	Clerk's Salary for Feb	21/026	22
21/03/2022	T Ryall-Harvey	100786	1				-162.90					-162.90	Clerk's Expenses	21/026	23
24/03/2022	CWAc											1,648.38			
24/08/2022	Duddon Memorial Hall	100787	5			-45.00						-45.00	Hall Hire	21/026	24
28/08/2022	T Ryall-Harvey	100788	1		-225.96							-225.96	Clerk's Salary for March	21/026	25
Uncleared Cheques												0.00			
	T Ryall-Harvey	£60774										0.00	Cheque declined		
												0.00			
TOTALS				-3,113.86	-1,695.49	-66.40	-292.08	-1,532.00	-160.40	-161.49	13,463.97	6,442.25			

RECONCILIATION

Current Account £17,644.81

TOTAL £17,644.81

Less Uncleared Payments

TOTAL £17,644.81

Statutory Powers

- 1 Local Government Act 1972, s112 - Power to employ & remunerate
- 2 Local Government Act 1972, s175 - Training
- 3 Local Government Act 1972, s140 - Insurance
- 4 Local Government Act 1972, s.142 - Power for councils to have their own website
- 5 Local Government Act 1972, s142 - Room Hire
- 7 Open Spaces Act 1906, ss10 - Power to maintain land
- 8 Local Government Act 1972, s143 - Power to pay subscriptions
- 9 Local Government Act 1972, S137 - Free Resource

S137 Limit for 2021

Clerk: J. Smyth-Jewsey
01/04/2022

£3,678.36

Year to date balance £6,442.25
Balance Brought Forward £11,202.56
Balance £17,644.81

£0.00

DUDDON AND BURTON PARISH COUNCIL - ASSET REGISTER to 31st MARCH 2022

ITEM	BOOK VALUE	INS VALUE
Noticeboard	£ 501.41	£ 501.41
Safety Surfacing	£ 18,731.55	£ 18,731.55
Play Equipment	£ 19,197.90	£ 19,197.90
New Play Equipment/Benches (2109)	£ 14,130.00	£ 14,130.00
Litter Bins	£ 627.03	£ 627.03
Fencing	£ 3,137.32	£ 3,137.32
New Goal Posts	£ 285.00	£ 285.00
Office Equipment	£ 674.70	£ 674.70
Total	£ 57,284.91	£ 57,284.91

DUDDON AND BURTON PARISH COUNCIL

Risk Assessment reviewed March 2022

Topic	Risk Identified	Risk Level H/M/L	Management of Risk	Staff action
Precept	Not submitted	L	Minute – RFO check & action	Diary
	Not paid by CWaCC	L	Minute - RFO check & action	Diary
	Adequacy of precept	H	Ongoing review	Diary
Other income	Cash handling	L	Avoid cash	Annual review of controls
	Cash banking	L	Bank recon. at every ordinary meeting	Member to verify
Grants	Claims procedure	M	RFO check & action	Diary
	Receipt of grant	M	RFO check & action	Diary
Investment Income	Receipt	L	RFO check & action	Diary
	Surplus funds	L	Review annually	Diary
Salaries	Wrong payment	M	RFO check & action	Member to verify
Direct costs	Invoice & cheque accurate	M	RFO check & action	Member to verify
Grants	Power & conditions	M	RFO check & action	Member to verify
Election costs	Invoiced at correct rate	L	RFO check & action	RFO verify
VAT	Analysis	M	RFO check & action	RFO verify
	Claimed within time limits	M	RFO check & action	RFO verify
Reserves - General	Adequacy	L	Review - Minute - RFO check & action	RFO opinion
Reserves - Earmarked	Adequacy	L	Review - Minute - RFO check & action	RFO opinion
Assets	Loss, Damage etc	M	Annually review insurance cover	Diary
	Third party risk or damage	M	Annually review Public Liability insurance	Diary
Staff	Loss of Clerk	L	Manage risk as appropriate.	RFO / member view
	Fraud by staff	L	Fidelity Guarantee value appropriate	Council review
Loss	Due to damage or third party	L	Annually review insurance cover	Diary
Maintenance	Reduced value of assets	M	Inspect annually	Diary
Legal Powers	Illegal activity or payment	M	Educate Council	Diary
Financial Records	Inadequate records	L	RFO check & action	Diary
Minutes	Accurate & legal	L	Review at following meeting.	Diary
Members Interests	Conflict of interest	M	DoI to be minuted, conflicts, addressed	Diary

In all cases above the RFO / Clerk should regularly review and draw any unusual activity to the council's attention. Likewise councillors should check the minutes and financial records for accuracy before agreeing them.

Temporary Clerk
Trudy Ryall-Harvey
March 2022

Annual Internal Audit Report 2021/22

DUDDON AND BURTON PARISH COUNCIL

<http://www.duddonandburtonnpc.co.uk>

During the financial year ended 31 March 2022, 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 2021/22 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.	✓		Handwritten: Not covered
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 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")	✓		
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		Handwritten: Not covered
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			

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

24/04/2022

Name of person who carried out the internal audit

MS SUSAN MARIAN IRLAM.

Signature of person who carried out the internal audit



Date

24/04/2022

*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 2021/22

We acknowledge as the members of:

DUDDON AND BURTON 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 2022, that:

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

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

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

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

<http://www.duddonandburtonpc.co.uk>

ENTER POLICE AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2021/22 for

DUDDON AND BURTON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	9,614	11,203	<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	7,250	7,600	<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	0	5,864	<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	2,950	3,114	<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	2,712	3,908	<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	11,203	17,645	<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	11,203	17,645	<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	57,285	57,285	<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>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>			
<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>			

I certify that for the year ended 31 March 2022 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/YY

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2021/22

In respect of

DUDDON AND BURTON PARISH 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 2022; 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 2021/22

(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 2021/22

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 2022.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

Smaller authority name: _____

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

**Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
1. Date of announcement _____ (a) 2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review. Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2022, these documents will be available on reasonable notice by application to: (b) _____ _____ _____ commencing on (c) Monday 13 June 2022 _____ and ending on (d) Friday 22 July 2022 _____ 3. Local government electors and their representatives also have: • The opportunity to question the appointed auditor about the accounting records; and • The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only. 4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is: PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus Canary Wharf London E14 4HD sba@pkf-l.com 5. This announcement is made by (e) _____	(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below (b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts (c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below (d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July. (e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

The basic position

The [Local Audit and Accountability Act 2014](#) (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the [Accounts and Audit Regulations 2015](#) also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-14 July 2022 for 2021/22 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

The right to ask the auditor questions about the accounting records

You should first ask your smaller authority about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The

advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

The right to make objections at audit

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the [Local Audit and Accountability Act 2014](#).

A final word

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication [Local authority accounts: A guide to your rights](#) are available from the NAO website.

If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the *Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return*.

**Minutes of the Meeting of Duddon and Burton Parish Council
at Duddon and Clotton Memorial Hall
on Thursday 17th March 2022 at 7.00pm**

PRESENT:

Cllr G Goulbourne Chairman
Cllr A Green
Cllr J Warburton
Cllr Lightfoot

Cllr J Leather – CWaC Ward Member

Members of the Public: 5

CLERK: Mrs T Ryall-Harvey (Temporary Clerk)

APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr C Cummins and Cllr H Tonge (Ward Councillor).

DECLARATION OF PECUNIARY INTERESTS

No declarations were received.

PUBLIC PARTICIPATION

A resident reported that they considered following the last meeting the area has seen some improvements and welcomed this continuing.

It was reported that the fence at bottom of the village hall was due to be replaced within the next few weeks and a new notice board is being installed.

A resident reported the pot-holes and general poor condition of road on Willington Road from A51 to Back Lane.

ACTION: Clerk to report to CWaC and raise with Highways.

MINUTES OF THE MEETING OF 20th JANUARY 2022

RESOLVED 21/024: That the minutes of the meeting of 20th January 2022 be confirmed as a correct record and signed by the Chairman.

PLANNING APPLICATIONS

The council noted the Planning Register as circulated at the meeting, dated 9th March 2022 and noted the following application that had been received in since the last meeting:-

22/00247/FUL – Aspen Grove, Tarporley Road, Duddon – front Single storey extensions and continuation of wall around the front of the extension – the Parish Council agreed to submit no objections to this application.

ACCOUNTS

Cashbook

RESOLVED 21/025: that the YTD Cashbook dated 17th February 2022 be approved.

Income Received it was reported that no income had been received in since the last meeting.

Authorisation of Payments

RESOLVED 21/026: that the following expenses be approved for payment:-

Clerk's Salary – Tax Point 11	£225.96
Clerk's Salary – Tax Point 12	£225.96
Clerk's Expenses	£162.90
Walkers Nurseries	£60.48
Duddon, Clotton & District War Memorial Hall	£45.00
P Lightfoot – Hedgecutting	£60.00

HSBC Bank Update

It was reported to the meeting that an application had been submitted to move the Parish Council bank account from HSBC to Lloyds.

Internal Auditor

RESOLVED 21/027: that Mr P Sanders be requested to undertake the Internal Audit for 2021-22.

ANNUAL PLAY INSPECTION

It was reported that due to Cllr Cummins recent ill health that the review of the playground equipment would be reported to the next meeting.

QUEENS PLATINUM JUBILEE

A resident submitted a report for the Parish Council's consideration in relation to a proposed Jubilee Event to take place on Friday 3rd June – it was proposed that the surrounding communities including: Duddon; Burton; Clotton & Hoofield; would be invited to the Duddon Clotton and District War Memorial Hall for the celebration.

It was proposed that the surroundings areas be decorated by community volunteers with bunting and various decorations and the village hall will be decorated and turned into a fun event for the community to attend. It is proposed that it is a family event ran from midday until 4pm, where there will be carnival games, a bouncy castle, face painting, food and drink, a raffle and also an exhibition of local school children's artwork that they would have created in Duddon Primary School.

A budget of £3,400 was proposed for the event.

The Parish Council sought clarification as to how this money was going to be raised. Suggestions were provided of submitting a Community Funding Application to the National Lottery – however it was highlighted that these awards usually took upto 12 weeks to process.

It was highlighted that funding may also be applied for from the Ward Councillor's budget – the Clerk undertook to assist in this process.

Additionally, the following thought were provided:-

- Local companies be written to directly to seek funding and or raffle prizes for the event.
- Consideration as to if the Memorial Hall Committee could hold a raffle in support of the Hall.
- Consideration as to if an out-side caterer be sought that may be flexible with their costings if they managed their own paid bar at the event.
- A letter be sent to the Church to see if the Coffee Morning Club could help assist with the event.
- A memorabilia event be organised (possibly in the Church or School) showing off pictures residents have of the Queens Coronation or previous Jubilee events

RESOLVED 21/028 – The Parish Council committed to contribute £1,000 towards the event subject to additional funding being sought

RESOLVED 21/029 – That £500 be spent as budgeted within the 2022-23 and £500 from General Reserves. It was suggested that a letter be drafted and circulated around business in the local area to seek contributions towards this event.

PARISH COUNCIL MATTERS

Asset Register

RESOLVED 21/028: that the Asset Register be approved as circulated for 2021-22.

Risk Assessment

RESOLVED 21/029: that the Risk Assessment be approved as circulated for 2021-22.

Wild Flowers

Cllr Gouldbourne reported upon a recent meeting with CWaC where areas around the village were reviewed for the possibility of planting wild flowers. This was following information the Parish Council received from Cllr Tonge and Cllr Leather in relation to CWaC developing a Wildflower strategy as part of its overarching plans to address the Climate Emergency. The wildflower strategy aims to develop increased native wildflower coverage of areas of council owned verge or grassland.

Several areas were identified at the meeting with CWaC these included:-

Corner of Back Lane and Willington Road.

Triangle of Public Open Space off Duddon Close.

2 x corners of Back Lane and Greenacres.

1 x corner of Greenacres and New Road

Large area by Cross Keys Close

It was reported that Cllr Tonge and Cllr Leather were supporting the Corner of Back Lane and Willington Road being planted in the first year of CWaC's Wildflower Strategy. CWaC were looking for community groups to assist in the sowing of further areas in the future.

It was also reported that Periwinkles would be planted on the corner of Back Lane and Willington Road this work would be undertaken by CWaC and the plants have been funded by the Parish Council.

Clarification was sought as to if the Parish Council would still be planting a tree on the land assigned for wild flowers. The Parish Council undertook to review in September subject to identifying if there are any services running through the land.

ACTION: Clerk to explore and report back.

CWaC Report It Items

A list of all items that had been reported to CWaC since the last meeting was circulated and it was noted that these items would be monitored by the Parish Council and a report of any improvements to the maintenance of the area would be brought to future meetings.

CORRESPONDENCE

CHALC - It was reported that CHALC were seeking vote's in relation to a parish council representative on the CW&C Standards Committee. It was agreed that Duddon and Burton would not submit a vote.

CWaC Notice of Confirmation of Public Path Diversion Order – it was noted that the Notice of a Public Footpath Diversion order had been received for Public Footpath 5.

ChALC Double Taxation Survey – it was reported that a Survey had been received in from CHALC in relation to services provide by the Parish Council and Principal Authority – a response to the survey was agreed for submission.

2023 Boundary Review – it was noted that a consultation on the 2023 Boundary Review had been received.

Storms Dudley, Eunice & Franklin – it was reported that Cllrs Tonge and Leather had requested any impact within the area following the recent high winds be reported directly to them. The Parish Council reported that they were not aware of any major issues arising from these recent weather conditions within the Parish.

Police and Crime Commission – Stakeholders Update – it was noted that the recent Stakeholders Update had been received and circulated around the Parish Council.

DATE OF NEXT MEETING

The next meeting of Duddon and Burton Parish Council would be held on Thursday 5th May 2022 at 7.00pm at Duddon Village Hall.

Meeting finished: 19.45

Duddon and Burton Parish Council Planning Register 2022

Received	Number	Location	Description	PC Response	Result
Tue 17 Aug 2021	21/03460/FUL	The Beeches Well Lane Duddon Chester CW6 0HG	Single storey rear orangery, alterations and extension to existing garage		Awaiting decision
Mon 02 Aug 2021	21/03264/LDC	Laurel Farm Tarporley Road Duddon Chester Cheshire CW6 0EW	Creation of 3 dwellings		Awaiting Decision
22 Feb 2022	22/00247/FUL	Aspen Grove Tarporley Road Duddon Chester Cheshire CW6 0HA	Front single storey extension and continuation of wall around the front of the extension	No Objection	Awaiting Decision
23 Feb 2022	22/00707/FUL	29 Willington Road Duddon Chester CW6 0HD	Single storey rear extension	No Objection	
18 Mar 2022	22/01074/FUL	Duddon Mill Mill Lane Duddon Tarporley CW6 0HA	Two storey side and single storey extensions - amendment to application 19/04396/FUL		
21 April 2022	Planning Enforcement Ref: PL416911606	12 New Road Duddon, Chester, Cheshire, CW6 0HE (21/01153/FUL	Removal of Large Establish Oak Tree		

AGR – Agricultural application
 CAT – Conservation area tree
 FUL – Full application
 LBC – Listed building consent
 PDQ – Agricultural Buildings to Dwelling Houses
 REF - Appeal
 S73 – Minor material amendments
 LDC – Lawful Development Certificate
 TPO – Tree Preservation Order

Trudy Ryall-Harvey
 21-04-2022

DUDDON AND BURTON PARISH COUNCIL CASHBOOK - FINANCIAL TRANSACTIONS 2020-21

STATEMENT DATE	Description	Cheque No	Power	EXPENDITURE excluding VAT						VAT	Receipts	Totals	Comments	Resolved	No.
				People & Expenses	Professional Services	General Services	Admin	Grants	Projects						
01/04/2022	HMRC VTR									304.58		304.58	VAT Rebate		
01/04/2022	Bank Charges					-6.20						-6.20	Bank Charges for March		
06/04/2022	Walkers Nursery	100789										-40.32	Periwinkles for Back Lane		
08/04/2022	CWac									8,005.00		8,005.00	Precept		
19/04/2022	Community Fund									4,850.00		4,850.00	Lottery Grant for Jubilee Event		
												0.00			
												13,113.06			
TOTALS				0.00	0.00	-6.20	0.00	0.00	-33.60	-6.72	13,159.58				

RECONCILIATION

Current Account	£30,757.87	Year to date balance	£13,113.06
TOTAL	£30,757.87	Balance Brought Forward	£17,644.81
Less Uncleared Payments	£0.00	Balance	£30,757.87
TOTAL	£30,757.87		£0.00

£137 Limit for 2022

£3,995.46

Clerk: *Wuddy Sygall-Kenney*

Temporary Clerk

27/04/2022

- Statutory Powers
- Statutory Powers
- 1 Local Government Act 19 Local Government Act 1972, s112 - Power to employ & remunerate
- 2 Local Government Act 19 Local Government Act 1972, s175 - Training
- 3 Local Government Act 19 Local Government Act 1972, s140 - Insurance
- 4 Local Government Act 19 Local Government Act 1972, s142 - Power for councils to have their own website
- 5 Local Government Act 19 Local Government Act 1972, s142 - Room Hire
- 7 Open Spaces Act 1906, ss Open Spaces Act 1906, ss10 - Power to maintain land
- 8 Local Government Act 19 Local Government Act 1972, s143 - Power to pay subscriptions
- 9 Local Government Act 19 Local Government Act 1972, s137 - Free Resource

From: Sue I***
Sent: 24 April 2022 17:35
To: trudy ryallharvey
Subject: Duddon and Burton Parish Council

Hello Trudy

I have completed thew audit of the paperwork in respect of Duddon and Burton Parish Council. I can confirm that the paperwork is clearly presented and appears to be in order. Please note the following comments and observations:

- I note the application to transfer the account from HSBC to Lloyds bank thus avoiding bank charges on the account.
- I note the precept for the 2022 – 2023 financial year is to increase to £8,005 from £7,600 the previous financial year.
- Please show the amount of VAT payable in respect of expenses paid to the Clerk, see invoices 3 and 23.
- On the cashbook spreadsheet please complete the detail of the income in respect of the credit in the sum of £1,684.38 from CWaC dated 28/03/2022.
- I cannot see any evidence that there have been periodic bank account reconciliations carried out during the course of the 2021 – 2022 financial year; this would be good practice
- I note that a claim for the reimbursement of VAT for 23/12/2020 – 15/02/2022 has been submitted to HMRC.

Other than the comments above I have nothing further to add.

Regards
Sue

Issues logged with Cheshire West and Chester Council

Date logged	Call no	Fault type	Description	Update
14/04/2022	HW415458206	Highways - Missing Sign	Missing Burton Road sign from junction of Burton Road and Tarporley Road	20-04-2022 - Thank you for your enquiry regarding a damaged sign on Willington Road, Duddon. I have visited site today and can see the issue you refer to, so I have arranged for a repair to be carried out asap. - Job no: 4986461
14/04/2022	HW415456284	Highways - Missing Sign	Missing junction sign to Common Lane	20-04-2022 - Thank you for your enquiry regarding a damaged street name plate on Burton Road, Burton. I visited site this morning and can see the damage you refer to, somi have arranged for a replacement to be installed ASAP. Job No: 4986469
18/03/2022	HW409038690	Highway maintenance - Pothole	Poor Road surface and Potholes onon the Willington Road from the Junction of the A51 to Back Lane	24-03-2022 - CWaC confirmed - the network steward has been through the route and marked up all defects. We have a jet patching gang with us for the next couple of weeks and providing the weather holds this will be completed as part of their programme of works - Job Completed
22/03/2022	SS409975979	Fly Tipping	Back Lane near the junction to Willington Road	Resolved
22/03/2022	SS409977286	Streetcare & Grounds - Hedge and shrub	Large conifer hedge on back lane overhanging the footpath reducing the depth of the footpath	In progress - We aim to update you within 10 working days. Enquiries requiring urgent attention w
21/03/2022	HW402620660	Sign - Sign Obstructed	As you drive into Duddon from Chester direction the directional sign advising there is a junction ahead to turn into Willington Road is obstructed by a large tree branch	Job Completed
04/02/2022	SS398762503	Footpath - Cleaning	Footpaths along A51 Tarporley Road from Mill Lane to Back Lane	Your enquiry has been allocated to our StreetCare Team for investigation. You will receive a further update on your report once the appropriate action has been taken to address the issue. We aim to update you within 10 working days. Enquiries requiring urgent attention will be prioritised accordingly.
28/01/2022	HW395991970	Highway maintenance - Slurry or mud	Footpath from The Bulls Head in Clotton to Duddon	Your report has now been investigated and a works order has been raised to repair the issue. Issues requiring urgent attention will be prioritised.
28/01/2022	HW395983927	Highway maintenance - Slurry or mud	footpath on A51 opposite the turning for Willington Road as you travel from Chester	Your report has now been investigated and a works order has been raised to repair the issue.
25/01/2022	HW395995852	Sign - Sign Damaged	Signs around Duddon require cleaning	Investigations complete - CWaC did not find any problems with the signs in Duddon - Job Completed
25/01/2022	SS395989366	Footpath - Cleaning	A51, Willington Lane and Back Lane	Still waiting investigation
25/01/2022	SS395988442	Footpath - Cleaning	The footpaths along A51, Willington Lane & Back Lane	Your enquiry has been investigated and work has been scheduled to be completed as part of our street cleansing programme.
25/01/2022	SS395985568	Hedgecutting	On junction from Hook Lane as you turn towards Burton - large conifers encroaching on road making the road difficult to pass	Large conifers have been cut back and sand dug out but more work is required.
25/01/2022	HW395983927	Highway maintenance - Slurry or mud	footpath on A51 opposite the turning for Willington Road as you travel from Chester	Still waiting investigation

From:
Sent: 15 April 2022 11:18
To:
Subject: Oak tree at New Rd, Duddon

To whom it may concern:

My partner who lives at ***** Close, is concerned about the removal of an age old oak tree. He and others who live there were not informed of the removal of the tree and would like to know who gave permission. The tree stood in a pit and it is understood there are great crested newts and other species that live there. Could you please look into this matter and would appreciate a reply as soon as possible

Thanking you.

From: Sharon Angus-Crawshaw <sharonangus-crawshaw@chalc.org.uk>
Sent: 19 April 2022 13:58
To: Sharon Angus-Crawshaw
Cc: Nikki Hewitt
Subject: Request to complete NALC Sector Finance Survey 2022

Importance: High

Dear ChALC Member

The NALC Funding task and finish group met recently and agreed the below survey to gather views / experiences from member councils of all sizes regarding their finances and direct funding.

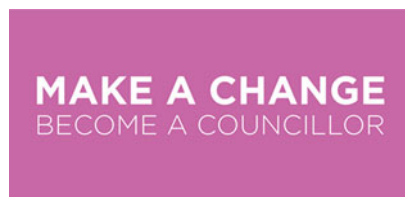
The survey is a snapshot survey and will close promptly **at 11:45 p.m. on Tuesday 17th May**. Please could you consider and complete the survey by the deadline see: - <https://www.surveymonkey.co.uk/r/CXB6X8V> .

A report containing data analysis, case studies and recommendations to government will be created from the survey data collated.

Sharon Angus-Crawshaw

Administration Support Officer

My normal work pattern is usually Monday, Tuesday, Wednesday and Friday 12-5pm



Cheshire Association of Local Councils (ChALC)
Park View Business Centre
Combermere
Whitchurch
Shropshire
SY13 4AL

Tel: 01948 871314
www.chalc.org.uk

From: Liz Corfield <Liz.Corfield@cheshire.police.uk>
Sent: 13 April 2022 15:35
To: Police Crime Commissioner
Cc: Sam Baxter
Subject: PCC Town and Parish Council meeting Tuesday 24th May 2022

The Police and Crime Commissioner, John Dwyer, wants to commence a regular programme of consistent engagement with the Town and Parish Councils within Cheshire.

The Chair of your Council (or a nominated representative) is invited to the CWAC PCC Town and Parish Council meeting on Tuesday 24th May 2022 from 7 – 9 pm.

This is to be held in Conference Room 7/8, Cheshire Police HQ, Clemonds Hey, Oakmere Road, Winsford, Cheshire CW7 2UA

Please can you confirm who is attending from your Council and please submit any questions you have in advance by COP on Thursday 19th May.

There will be the opportunity to ask questions on the night, but those submitted in advance will give us the ability to provide a more detailed response.

I look forward to hearing from you.

Kind regards,

Liz

Liz Corfield | PA | Office of the Police & Crime Commissioner



Email: liz.corfield@cheshire.police.uk

Tel: 01606 364004

Address: Clemonds Hey | Oakmere Road | Winsford | Cheshire | CW7 2UA

Website: www.cheshire-pcc.gov.uk

Register for updates: [Cheshire PCC Alert](#)



From: @gmail.com>
Sent: 31 March 2022 13:48
To:
Subject: Re: Duddon and Burton PC Ideas

Hi Trudy

Thank you for this email, from your responses I have taken the following away:

1. It's great that the PC are happy to receive the list of events. ACTION SH and ES to get a list of events and a budget to the PC.
2. Short and medium term goals need a detailed strategy plan. Understanding what is within the PC remit is crucial to setting realistic goals. Are you able to provide these or point me in the right direction?
3. I appreciate everyone is a volunteer and I haven't/don't expect anyone to take part on the communication activities if they don't want to. I would be happy to run this and when a spot becomes available on the PC I would like to put my name forward.
4. Linked to point 2, I need to understand the possible before a short and medium term plan is devised.

As I've shown with the broadband update for the 5 communities, which I am currently successfully delivering, I am happy rolling up my sleeves and getting stuck in and I don't simply pass on tasks to others. This is what I would do going forwards for any tasks that the PC sign off on.

Kind regards

Stephen