

# **CREDENHILL PARISH COUNCIL**



## **MINUTES OF THE ORDINARY PARISH COUNCIL MEETING** **HELD AT CREDENHILL COMMUNITY HALL ON 20<sup>th</sup> SEPTEMBER 2023**

### **PRESENT:**

Councillor Mr. Martin Leaton Chair (ML), Councillor Mr. Andrew Slater Deputy Chair (AS), Councillor Miss. Deanna Pennington (DE), Councillor Mrs Sandra Cheasley (SC), Councillor Mr. Dan Fellows (DF), Councillor Mrs Dot Pullen (DP), Councillor Mr Paul Warrington (PW), Councillor Revd. Rana Davies-James (RD).

Parish Council Clerk/RFO – Mr. Lee Harper-Smith (Clerk)

0 Members of the Press /Public present.

**The Chair opened the meeting at 7.32 pm.**

### **1. Apologies for Absence** - To receive and accept apologies for absence.

Councillor Mr Paul Beechey (PA), Ward Councillor Mr. Bob Matthews (BM), Councillor Mr. Paul Burrige (PB) , Councillor Mrs Rebecca Norton (RN).

### **2. Declarations of Interest & Dispensations**

- 2.1. No declarations of interest in agenda items from Councillors received.
- 2.2. No written applications for dispensation received.

### **3. Speakers**

Opportunity for visiting speakers to address council and the public in attendance.

- 3.1. Update from Ward Councillor Bob Matthews – Apologies received. Has confirmed that the Vehicle Warning Sign is not able to be legally delivered so we will get a refund. Clerk to investigate reasons why.

### **4. Public Question Time**

Opportunity for members of the public to raise issues or ask the Parish Council questions.

None

### **5. Minutes**

DP proposed to approve and sign the Minutes as a true record of the Ordinary Parish Council Meeting held on 19<sup>th</sup> July 2023, seconded by DF.

### **6. Matters arising since last meeting:**

- 6.1. Proposed by PW to Approval the Section 137 Grant Application for the Credenhill Canter of £700. Seconded by DF. Passed unanimously.
- 6.2. Roman Park Planning Application for continued use of the Changing Rooms has been submitted, the planning Fee was £526.00. Details under item 8.
- 6.3. Resource Centre planning application has been submitted, building work that doesn't require planning has started, opening date to be confirmed.
- 6.4. Replacement bin in Roman Park has been installed and the old bin scrapped.
- 6.5. Landscaping of the A480 Bus Stop was discussed. It was agreed that a low maintenance hedge row would be planted along the fence line and the stock fence would be repaired with the addition of new posts where required. Low shrubs and wildflowers and grasses would be planted in front of the hedge. Councillors and members of the public were asked to let the council know if there were any specific varieties that they wish the council to plant by 11<sup>th</sup> October to enable a grant application to be prepared and submitted in time to plant the area in November/December. See appendix C for indicative plan.
- 6.6. External Audit Report for 2022/23 – No matters arising, see appendix D.
- 6.7. The Parish Council reviewed the costs to replace the leg on the Cableway on the Roman Park. It was noted that the Parish Clerk is checking the post and area highlighted on the RoSPA report and has no concerns about the condition of the post. Various discussions took place about testing the existing post

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(£500per test and if highlighted again next year would need testing annually) or replacing it at £2,899 as well as the other options to replace 2 post (£5853.70) and 3 posts (£7154.50); due to the new legs coming with Metal Feet so will last longer. AS noted, that it may be more cost effective to replace the Wooden Zip Wire with a metal equivalent. Clerk to obtain quotes and to continue to monitor the post (seat to be removed if issues found).

- 6.8. It was **resolved** that the Parish Council will complete a Community Asset Transfer on the Ecroyd Park play area. Proposed by AS, seconded by DF, passed unanimously. Clerk to instruct Herefordshire Council and to look at grants to install play equipment/bin/signs.
- 6.9. The Hereford & Worcester Fire and Rescue Service - Community Risk Management Plan 2025-2030 Consultation, it was noted that PB was most qualified to comment on behalf of the PC. Clerk to delegate to PB.
- 6.10. The Herefordshire Council Sustainability and Climate Change Team, EV Charging Point Consultation was discussed, in principle the PC support EV charging points in the Community Centre Carpark if there are no ongoing running costs to the Parish and that the chargers are of a suitable specification. Clerk to follow up.

### **7. Financial Reports August & September 2023 – Appendix A & B**

- 7.1. Confirmation of Bank Balances
- 7.2. Receipts
- 7.3. Invoices for Payment
- 7.4. Comparison of Year to Date spend to Budget.

DF proposed to accept the financial reports with the additional payment for Skip use, seconded by PW.

### **8. Planning (PA, AS)**

Reference	Details	CPC Status	HC Previous Status	HC New Status
P223398/F	23 Teddar Avenue - Proposed demolition of gym and undercover storage and erection of 3-bedroom dwelling	Comments Submitted - Mixed	Determination by 23/01/2023	Refused
P231689/J	St Mary's CofE Primary School - Works to trees covered by TPO	Comments Submitted - Support	Determination by 26/07/2023	Consent Granted
P231529/L	The Coach House - Proposed replacement of all windows and replacement back door with a larger glazed panel. Proposed wider French doors and installation of new bathroom window.	Comments Submitted - Support	Determination by 25/07/2023	Approved with Conditions
P231910/F	Field House - Proposed conversion and extension of Field House to form a restaurant with ancillary accommodation.	Comments Submitted - Support	Comments by 03/08/2023	Determination by 17/08/2023
P232445/F	Resource Centre-Proposed Conservatory to rear of hall, flat roof with 3 lanterns on a steel base, with white windows and doors.	NEW	NEW	Comments by 20/09/2023
P232598/F	Roman Park Changing Rooms - Proposed retention of building for use as a changing room facility.	NEW	NEW	Comments by 25/09/2023

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P232445/F DF proposed that the Parish Council support the application and submit the following comments  
“The youth and resource centre and associated land is owned by Credenhill Parish Council. The Parish Council have been working with the applicant to establish a long-term plan for the building and this application is part of that mutually agreed plan. The new extension to the building will provide accessible access to the building for all and will be visible from the carpark providing an inviting new entrance to the proposed community cafe. The design is as agreed by the Parish Council and is a condition of the 10-year lease; therefore, the Parish Council fully support this application that will bring life and soul back to the building and provide a much-needed amenity to the parish and the county as a whole.” Seconded by RD. Unanimously supported.

### **9. To receive reports from working groups**

- 9.1. Finance & Asset Management (AS, ML, PW) – It was noted that the Yazor Brook needs clearing, clerk has reported it.
- 9.2. Community Hall (SC, AS) – AS has spoken to the Hall about the Sofa’s that the Club have available, and they do not want them. Clerk will let them know.
- 9.3. Footpaths (PB) – Station Road along fence line is looking scruffy, Emma to clear. Clerk to send photos to housing association.
- 9.4. Shops/Businesses (DP) – DP raised issue with the hedge. Clerk to look at hedge and raise if a safety concern.
- 9.5. War Memorial (DE/ML) – No update
- 9.6. Schools (RD) – Roof repairs being completed.
- 9.7. Roman Park (DF, RN, ML, SC) – Bin replaced, RO-Stars Hereford are now using the football pitch and grass is being cut accordingly. Canter used changing rooms.
- 9.8. Social Club (PA) – AS mentioned, it will be 50 years since the Club & Hall was built in 2024. Clerk to mention to them.
- 9.9. Climate Change (SC, DF, EJ) – New bin on Roman Park has a recycling receptacle, Club is looking at new windows and doors, and Bus Stop Landscaping work will help with Carbon offsets.

### **10. Public Question Time**

Further opportunity for members of the public to raise issues or ask the Parish Council questions.

DE - Raised a concern about the parking on Meadow Drive near Shops Carpark in the evenings is getting worse– Refer to police.

SC - Beryl at 44 Glebe Close asked for an update about Glebe Close surface water flooding – Has the drainage in the field been improved?

No response was received to the letter sent to the landowner previously and no work has taken place in the field as far as we are aware. Clerk to ask landowner for an update.

### **11. Confirmation of the next Meetings, Time, Date & Place.**

The next ordinary Parish Council meeting will be at 7.30 pm, 11<sup>th</sup> October 2023, at Credenhill Community Hall. A summons and notice will be provided nearer the time.

The Chair declared the meeting closed at 21:03.

Councillor Mr Martin Leaton Chair

Signed.....

Date.....

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## Appendix A - Financial Information August

### Income & Expenditure

		Lloyds Current	Lloyds Reserve	Total
<b>30/06/2023</b>	<b>Closing Balance</b>	<b>2,708.25</b>	<b>42,903.23</b>	<b>45,611.48</b>
<b>Receipts</b>				
05/07/2023	Western Power - Wayleave Payment	16.62		16.62
06/07/2023	Gabbs - CCN Advertising	57.00		57.00
06/07/2023	Life & Soul Kitchen – Rent	600.00		600.00
10/07/2023	Lloyds - Interest Received		29.80	29.80
07/2023	Coronation Mug Sales – Total for July	30.00		30.00
	<b>Total Received in Period</b>	<b>703.62</b>	<b>29.80</b>	<b>733.42</b>
<b>Payments</b>				
03/07/2023	Herefordshire Council - Trade Waste	-127.99		-127.99
11/07/2023	NEST – Pension March 2023	-220.21		-220.21
11/07/2023	Mogo Direct - Tables & Chairs for Hall	-1,285.68		-1,285.68
19/07/2023	Mrs E Jones – Wages July 2023	-344.65		-344.65
19/07/2023	Mr L Harper-Smith – Wages June 2023	-718.60		-718.60
19/07/2023	Mr L Harper-Smith – Expenses June 2023	-57.61		-57.61
19/07/2023	Signworx – CCN Printing July 2023	-453.90		-453.90
19/07/2023	Signworx – Community Centre Sign Alterations	-88.80		-88.80
19/07/2023	Marches Grounds Maintenance – 3/7 of Grass Cutting Contract	-488.57		-488.57
19/07/2023	Marches Grounds Maintenance – 1/2 of Weed Control	-510.00		-510.00
19/07/2023	Credenhill Community Hall – Room Hire June	-36.00		-36.00
19/07/2023	Border Contracts Ltd – Fence Repairs Community Centre	-720.00		-720.00
21/07/2023	British Gas - Electricity Changing Rooms	-16.13		-16.13
24/07/2023	British Gas - Electricity Carpark Lights	-18.20		-18.20
25/07/2023	HMRC – PAYE	-32.92		-32.92
28/07/2023	Welsh Water – Water Rates Community Centre	-52.00		-52.00
	<b>Total Spent in Period</b>	<b>-5,171.26</b>	<b>0.00</b>	<b>-5,171.26</b>
<b>Transfers</b>				
	Transfer from Current Account to Reserve	3,000.00	-3,000.00	0.00
	<b>Total Transfers in Period</b>	<b>3,000.00</b>	<b>-3,000.00</b>	<b>0.00</b>
<b>31/07/2023</b>	<b>Closing Balance</b>	<b>1,240.61</b>	<b>39,933.03</b>	<b>41,173.64</b>
<b>Payments to Authorise</b>				
16/08/2023	Mrs E Jones – Wages Aug 2023	-344.65		-344.65
16/08/2023	Mr L Harper-Smith – Wages July 2023	-718.60		-718.60
16/08/2023	Mr L Harper-Smith – Expenses July 2023	-70.38		-70.38
16/08/2023	Marches Grounds Maintenance – 4/7 of Grass Cutting Contract	-488.57		-488.57
16/08/2023	PFK Littlejohn LLP – External Audit Fee 2022/23	-504.00		-504.00
16/08/2023	The Life & Soul Kitchen – Refund for Skip Use*	-354.00		-354.00
	<b>Total Payments to Authorise</b>	<b>-2,126.20</b>	<b>0.00</b>	<b>-2,126.20</b>
<b>Transfers to Authorise</b>				
16/08/2023	Transfer from Current Account to Reserve	2,000.00	-2,000.00	0.00
	<b>Total Transfers to Authorise</b>	<b>2,000.00</b>	<b>-2,000.00</b>	<b>0.00</b>

\* Added during the meeting, not included in totals.

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<b>ASSETS</b>	<b>Cash &amp; Bank</b>			<b>Balance</b>
	Lloyds – Current Account (after payments)			1,114.41
	Lloyds – Reserve Account (after transfers)			37,933.03
	Petty Cash			0.00
	<b>Total Cash &amp; Bank</b>			<b>39,047.44</b>
	<b>Debtors</b>	<b>No Due</b>	<b>Overdue</b>	<b>Total</b>
	The Life & Soul Kitchen Ltd – Rent	600.00		600.00
	Kathy Jagger Pilates – CCN Advertising	185.00		185.00
	<b>Total Debtors</b>	<b>785.00</b>	<b>0.00</b>	<b>785.00</b>
	<b>Other Debtors</b>			
	<b>Total Other Debtors</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>TOTAL ASSETS</b>			<b>39,832.44</b>
<b>LIABILITIES</b>	<b>Creditors</b>	<b>Not Due</b>	<b>Overdue</b>	<b>Total</b>
	British Gas – Electricity Changing Rooms (DD)	16.72		16.72
	British Gas – Electricity Carpark Lights (DD)	21.20		21.20
	Herefordshire Council – Trade Recycling (DD)	58.92		58.92
	<b>Total Trade Creditors</b>	<b>96.84</b>	<b>0.00</b>	<b>96.84</b>
	<b>Other Liabilities</b>			
	Defibrillator Fund	294.92		294.92
	HMRC - PAYE Owing (DD)	64.64		64.64
	NEST Pension Payments Owing (DD)	220.16		220.16
	Youth Club Funds	745.26		745.26
	VAT at 20% to be reclaimed from HMRC	-1,890.65		-1,890.65
	VAT at 5% to be reclaimed from HMRC	-9.19		-9.19
	<b>Total Other Liabilities</b>	<b>-574.56</b>	<b>0.00</b>	<b>-574.56</b>
	<b>TOTAL LIABILITIES</b>			<b>-477.72</b>
	<b>TOTAL</b>			<b>40,310.16</b>

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## Appendix A - Financial Information September

### Income & Expenditure

		Lloyds Current	Lloyds Reserve	Total
<b>31/07/2023</b>	<b>Closing Balance</b>	<b>1,240.61</b>	<b>39,933.03</b>	<b>41,173.64</b>
<b>Receipts</b>				
02/08/2023	Life & Soul Kitchen – Rent	600.00		600.00
09/08/2023	Lloyds - Interest Received		30.06	30.06
16/08/2023	Kathy Jagger Pilates - CCN Advertising	185.00		185.00
08/2023	Coronation Mug Sales – Total for Aug	10.00		10.00
	<b>Total Received in Period</b>	<b>795.00</b>	<b>30.06</b>	<b>825.06</b>
<b>Payments</b>				
16/08/2023	Mrs E Jones – Wages Aug 2023	-344.65		-344.65
16/08/2023	Mr L Harper-Smith – Wages July 2023	-718.60		-718.60
16/08/2023	Mr L Harper-Smith – Expenses July 2023	-70.38		-70.38
16/08/2023	Marches Grounds Maintenance – 4/7 of Grass Cutting Contract	-488.57		-488.57
16/08/2023	PFK Littlejohn LLP – External Audit Fee 2022/23	-504.00		-504.00
21/08/2023	NEST – Pension	-220.21		-220.21
22/08/2023	British Gas - Electricity Changing Rooms	-16.72		-16.72
22/08/2023	Herefordshire Council – Recycling Bins (inc Supply of Bins)	-58.92		-58.92
23/08/2023	British Gas - Electricity Carpark Lights	-21.20		-21.20
23/08/2023	Credenhill Social Club - Credenhill Canter - Section 137 Grant	-700.00		-700.00
24/08/2023	Planning Portal - Roman Park Planning Application Fee	-526.00		-526.00
29/08/2023	Welsh Water – Water Rates Community Centre	-52.00		-52.00
	<b>Total Spent in Period</b>	<b>-3,721.25</b>	<b>0.00</b>	<b>-3,721.25</b>
<b>Transfers</b>				
	Transfer from Current Account to Reserve	3,000.00	-3,000.00	0.00
	<b>Total Transfers in Period</b>	<b>3,000.00</b>	<b>-3,000.00</b>	<b>0.00</b>
<b>31/08/2023</b>	<b>Closing Balance</b>	<b>1,314.36</b>	<b>36,963.09</b>	<b>38,277.45</b>
<b>Payments to Authorise</b>				
05/09/2023	Defib World – Replacement Pads/Battery	-117.99		-117.99
20/09/2023	Mrs E Jones – Wages Sept 2023	-344.65		-344.65
20/09/2023	Mrs E Jones – Expenses Aug 2023	-32.40		-32.40
20/09/2023	Mr L Harper-Smith – Wages Aug 2023	-718.60		-718.60
20/09/2023	Mr L Harper-Smith – Expenses Aug 2023	-46.84		-46.84
20/09/2023	Credenhill Community Hall – Hall Hire	-36.00		-36.00
20/09/2023	Signworx - Community Centre Signage	-175.20		-175.20
20/09/2023	Signworx – Newsletter Printing Sept 2023	-456.00		-456.00
20/09/2023	Broxap – Roman Park Bin	-700.80		-700.80
20/09/2023	Marches Grounds Maintenance – 5/7 of Grass Cutting Contract	-488.57		-488.57
20/09/2023	Marches Grounds Maintenance – 2/2 of Weed Control Contract	-510.00		-510.00
	<b>Total Payments to Authorise</b>	<b>-3,627.05</b>	<b>0.00</b>	<b>-3,627.05</b>
<b>Transfers to Authorise</b>				
20/09/2023	Transfer from Current Account to Reserve	4,000.00	-4,000.00	0.00
	<b>Total Transfers to Authorise</b>	<b>4,000.00</b>	<b>-4,000.00</b>	<b>0.00</b>

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<b>ASSETS</b>	<b>Cash &amp; Bank</b>			<b>Balance</b>
	Lloyds – Current Account (after payments)			1,687.31
	Lloyds – Reserve Account (after transfers)			32,963.09
	Petty Cash			0.00
	<b>Total Cash &amp; Bank</b>			<b>34,650.40</b>
	<b>Debtors</b>	<b>No Due</b>	<b>Overdue</b>	<b>Total</b>
	The Life & Soul Kitchen Ltd – Rent	600.00		600.00
	Fishwick Auto Services – CCN Advertising	185.00		185.00
	Pave Drive Ltd – CCN Advertising	225.00		225.00
	Foot health Practitioner – CCN Advertising	60.00		60.00
<b>Total Debtors</b>		<b>1,040.00</b>	<b>0.00</b>	<b>1,040.00</b>
<b>LIABILITIES</b>	<b>Other Debtors</b>			
	<b>Total Other Debtors</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>TOTAL ASSETS</b>			<b>35,720.40</b>
	<b>Creditors</b>	<b>Not Due</b>	<b>Overdue</b>	<b>Total</b>
	British Gas – Electricity Changing Rooms (DD)			
	British Gas – Electricity Carpark Lights (DD)			
	<b>Total Trade Creditors</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Other Liabilities</b>			
	Defibrillator Fund	294.92		294.92
	HMRC - PAYE Owing (DD)	97.36		97.36
	NEST Pension Payments Owing (DD)	220.16		220.16
	Youth Club Funds	745.26		745.26
	VAT at 20% to be reclaimed from HMRC	-2,069.66		-2,069.66
	VAT at 5% to be reclaimed from HMRC	-9.19		-9.19
	<b>Total Other Liabilities</b>	<b>-819.48</b>	<b>0.00</b>	<b>-819.48</b>
	<b>TOTAL LIABILITIES</b>			<b>-819.48</b>
	<b>TOTAL</b>			<b>36,539.88</b>



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## Appendix B – Comparison of Year to Date spend to Budget

### 2023-2024 Budget/Actual Comparison YTD

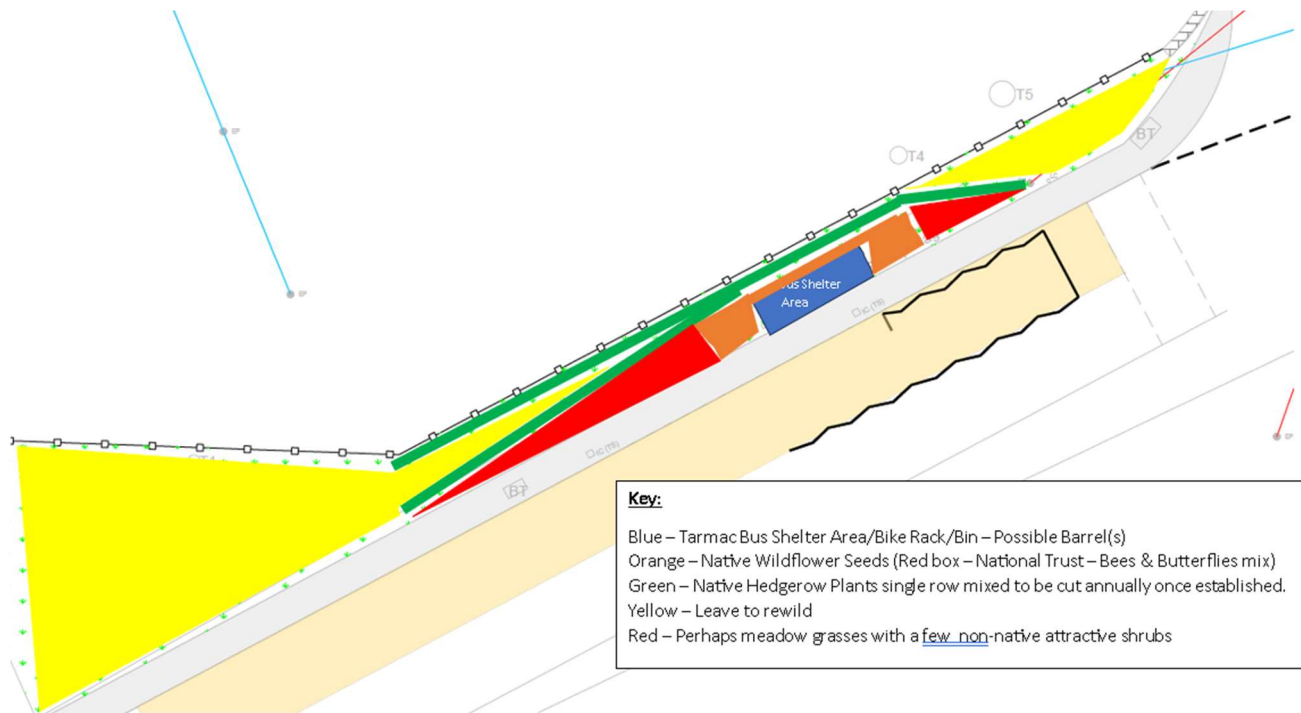
@ Sep 30, 2023

2024/25 Budget/Actual Variance										
	A	B	C	D	E	F	G	H		
	b/fwd. Reserve	Year Budget	Total Budget (inc Reserve)	YTD Comparable Budget Total	YTD Actual Spent/ Receipt	YTD Variance	Agreed Budget Movements	YTD Comparable Budget Change	Revised YTD Variance	Notes
Wages (inc Employers NI)		15,272	15,272	6,363	6,736	- 373	-	345	- 28	Street Cleaner paid 1 month in advance
Employer Pension Contribution		453	453	189	199	- 10	-	10	0	Street Cleaner paid 1 month in advance
Staffing Costs	-	15,725	15,725	6,552	6,935	- 383	-	355	- 28	
Software		95	95	40	40	-	-	-	-	
Printing		144	144	60	49	11	-	-	11	
Telephone		60	60	25	25	-	-	-	-	
Postage		24	24	10	-	10	-	-	10	
Stationary		60	60	25	23	2	-	-	2	
Homeworking Allowance		180	180	75	75	-	-	-	-	
Travel & Subsistence		90	90	38	61	- 23	-	-	23	
Meeting Room Hire/File Storage		100	100	100	160	- 60	-	-	60	
Office & Meeting Costs	-	753	753	372	432	- 60	-	-	60	
Website Hosting Fee		82	82	34	35	- 1	-	-	1	
Printing CCN		5,026	5,026	2,513	2,240	273	-	-	273	Printing cost less than expected
Advertising & Promotion	-	5,108	5,108	2,547	2,275	272	-	-	272	
Insurance		1,721	1,721	1,721	1,543	178	-	-	178	Saving on insurance
Internal Audit		170	170	170	170	-	-	-	-	
External Audit		315	315	315	420	- 105	-	-	105	External Audit Fee More than expected
ICO Membership Fee		35	35	-	-	-	-	-	-	
Professional/Planning	380	850	1,230	1,230	1,365	- 135	-	-	135	Roman Park Planning Fee £135 more than expected
Legal Fees	750	-	750	750	950	- 200	-	-	200	Lease Legal Fees Overspend
Playground Inspection		130	130	-	-	-	-	-	-	
Insurance, Legal & Professional Cost	1,130	3,221	4,351	4,186	4,448	- 262	-	-	262	
Changing Rooms - Electric		204	204	85	78	7	-	-	7	Current bill not received
Changing Rooms - Water Rates		90	90	-	-	-	-	-	-	
Community Centre - Waste Disposal		500	500	250	315	- 65	-	-	65	
Community Centre - Water		-	-	-	203	- 203	-	200	- 3	To be recharged when bill received (Mar/Sept)
Community Centre - Electric		360	360	150	106	44	-	-	44	Current bill not received
Utility & Waste Management Costs	-	1,154	1,154	485	703	- 218	-	200	- 18	
Outsourced Maintenance Costs										
Cleaning		296	296	66	-	66	-	-	66	Contractor off
Maintenance		1,863	1,863	615	136	479	-	-	479	Contractor off
Materials		240	240	100	51	49	-	-	49	Contractor off
Hedge Cutting		1,188	1,188	-	-	-	-	-	-	Overall contract under budget
	A	B	C	D	E	F	G	H		
	b/fwd. Reserve	Year Budget	Total Budget (inc Reserve)	YTD Comparable Budget Total	YTD Actual Spent/ Receipt	YTD Variance	Agreed Budget Movements	YTD Comparable Budget Change	Revised YTD Variance	Notes
Weed Control		804	804	804	1,020	- 216	-	-	216	Overall contract under budget
Grass Cutting & Pitch Marking		4,439	4,439	2,608	2,443	166	-	-	166	Overall contract under budget
Tree Maintenance		500	500	-	-	-	-	-	-	
Outsourced Maintenance Costs	-	9,330	9,330	4,193	3,650	543	-	-	543	
Total Operating Costs	1,130	35,290	36,420	18,335	18,443	- 107	-	555	448	
Exceptional/Planned Costs										
Charitable Grant Provision		6,500	6,500	6,500	7,440	- 940	580	580	- 360	Offset mug sales to PTFA Grant
Roman Park	7,922	5,584	13,506	584	584	-	-	-	-	New Bin
Land & Buildings Improvement Fund	27,636	-	27,636	4,910	-	4,910	- 4,910	4,910	-	£4.9k Social Club Fence (Repairs/Renewals) £600 Community Centre Fence. Hall Chairs/T £1071, New Signs £146
Asset Repairs & Renewals	5,193	2,826	8,019	2,163	6,837	- 4,674	4,674	4,674	- 0	
Hall/Resource Centre Boundary Fence		3,000	3,000	-	-	-	-	-	-	
Blooming Credenhill Project		-	-	-	236	- 236	236	236	- 0	TFR Repairs/Renewals - Specific budget in 20
War Memorial Improvement Fund	1,000	1,000	2,000	-	-	-	-	-	-	
Exceptional/Planned Costs	41,751	18,910	60,661	14,157	15,097	- 940	580	580	- 360	
Total Projected/Actual Costs	42,881	54,201	97,081	32,492	33,540	- 1,047	580	1,135	88	
Income										
Precept	-	43,700	43,700	21,850	21,850	-	-	-	-	
Rent	-	7,228	7,228	3,617	3,617	- 0	-	-	0	
Bank Interest	-	60	60	-	145	85	-	-	85	Higher Interest Rate
CCN Adverts	-	2,059	2,059	1,040	952	- 88	-	-	88	New adverts
Hire of Changing Rooms	-	570	570	-	-	-	-	-	-	
Donations/Other Income	-	-	-	-	635	635	580	580	- 55	Ofset mug sales to PTFA Grant. Tree donation
Grants Income	-	-	-	-	-	-	-	-	-	
Utilities Recharges	-	-	-	-	-	-	-	-	-	
Total Income	-	53,617	53,617	26,567	27,199	632	580	580	52	
YTD Budget/Actual Variance						415			140	





## Appendix C – Bus Stop Landscaping Plan



# CREDENHILL PARISH COUNCIL



## Appendix D – External Auditors Report 2022/23

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

In respect of **CREDENHILL PARISH COUNCIL – HE0034**

#### 1 Respective responsibilities of the auditor and the authority

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

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

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

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

#### 2 External auditor's limited assurance opinion 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR 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.

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

None

#### 3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

*PKF Littlejohn LLP*

Date

09/08/2023