

SIMONSTONE PARISH COUNCIL

www.simonstone-pc.gov.uk

Members of Simonstone Parish Council are summoned to attend the **Annual Meeting of the Parish Council** on Thursday 22 May 2025 at St. Peters School Church Hall, Simonstone commencing at 7.30pm.

Annual Meeting of the Parish Council

1. To elect a Chair for the next 12 months.
2. To elect a Vice Chair for the next 12 months.
3. For Chair to sign the Declaration of Acceptance of Office Form.
4. Apologies for absence.
5. **Declarations of disclosable pecuniary and other registrable and non-registrable interests.**

Members are reminded of their responsibility to declare any disclosable pecuniary, and other registrable and non-registrable interest in respect of matters contained in the agenda.

6. **Minutes of the Annual Meeting of the Council held on 30 May 2024.**

Approved at the 11 July 2024 Parish Council meeting.

7. **Public participation. To receive questions and comments on any agenda item.**

This 15-minute session (time-limit of five minutes per item/per person) provides members of the electoral public an opportunity to indicate interests in an agenda item and put questions to the Parish Council. Such questions may be answered after the meeting or become an agenda item at a future Parish Council meeting.

ITEMS for DECISION:

8. **Audit and Financial Matters:**

- 8.1 To approve as a correct record the Financial Statements to 31 March 2025. Enclosed.
- 8.2 To authorise the Chair to sign the Certificate of Exemption: Annual Governance and Accountability Return (AGAR) 2024/2025. Enclosed
- 8.3 To authorise the Chair to sign Section 1: AGAR 2024/2025. Enclosed.
- 8.4 To authorise the Chair to sign Section 2: AGAR 2024/2025. Enclosed

9. **Appointments and Nominations for Parish activities:**

- 9.1 To appoint an internal auditor for the next two years.
The current auditor is David Swift.
- 9.2 To appoint a representative(s) to the RVBC Parish Council Liaison Meeting.
Currently Cllrs. Peat and Hampson.
- 9.3 To appoint two representative(s) to LALC.
Currently Cllrs. Peat and Hampson.
- 9.4 Liaison with Borough and County Councillors.
Currently carried out by Cllr. Peat.

- 9.5 Coordination of planning comments.
Currently Cllrs. Duckworth and McKelvey.
- 9.6 Monitoring and liaison on all aspects of the Parish Lengthsman Scheme.
Currently carried out by Cllr. Duckworth.
- 9.7 Activities involving LCC Highways and Street Lighting, reporting defects etc.
Currently Cllr. Hampson.
- 9.8 Activities involving LCC Public Rights of Way (PROW), reporting defects etc.
Currently Cllr. Duckworth.
- 9.9 Coordination and liaison with other parish councils, social groups, and coordinating Christmas activities.
This task is currently being carried out by Cllrs. Finn, Norse and Vaughton.
- 9.10 Website Update.
This task is currently being carried out by the clerk and Cllrs. Finn and Hampson.
- 9.11 Update Social Media (including Facebook).
This task is currently being carried out by Cllrs. Vaughton and Hampson.
- 9.12 Produce a Parish Council Newsletter.
Task currently allocated to Cllr. Hampson for summer production.
- 9.13 Produce a Parish Plan.
Nominees required.

Items for REVIEW and DISCUSSION:

10. Review the Council's Policies, Procedures, Registers and Regulations.

All documents are available on the Council's website.

- 10.1 Asset Register.
- 10.2 Standing Orders.
- 10.3 Council's Registration with the Information Commissioners Office (19 May 2025).
- 10.4 Insurance Policy Including Employers and Public Liability (31 May 2025).
- 10.5 Code of Conduct.
- 10.6 Grants Policy
- 10.7 Social Media Policy
- 10.8 Website Policy
- 10.9 Vexations Complaints Policy
- 10.10 Complaints Procedure

11. Approve meeting dates for 2025-2026. (Suggested dates):

2025: 10 July, 4 September and 6 November. 2026: 8 January and 5 March

OTHER MATTERS for CONSIDERATION.

12. UKSP and Jubilee Fund. (Expressions of Interest by 30 May 2025.)

13. PROW signage and school field path.

Cllr. Pollard.

Mike Hill

Clerk and Responsible Financial Officer to Simonstone Parish Council.

14. VE Day.

Review event and discuss grant opportunity.



Scan QR code to access
the Council's website

SIMONSTONE PARISH COUNCIL

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Date:	30 May 2024 – Annual Meeting of the Parish Council		
Place:	St. Peters School Church Hall, Simonstone		
Present:	Councillors: D. Peat, A. Duckworth, J. Hampson, R. McKelvey, G. Norse, C. Pollard, S. Finn and M. Vaughton.		
In attendance:	Clerk to the Council (Mike Hill), three members of the public, County Councillor G. Mirfin and Cllr. Sian Greenhough (Read Parish Council).		
Meeting started:	19:30	Meeting closed:	20:45

24/05/30/AMPC

1. TO ELECT A CHAIR FOR THE NEXT 12 MONTHS.

Cllr. Peat was elected Chair for the next 12 months.

2. TO ELECT A VICE CHAIR FOR THE NEXT 12 MONTHS.

Cllr. Finn was elected as Vice Chair for the next 12 months.

3. FOR CHAIR TO SIGN THE DECLARATIONS OF ACCEPTANCE OF OFFICE FORM.

The Chair signed the Declaration.

4. APOLOGIES FOR ABSENCE.

Cllr. Peplow apologised (retrospectively).

5. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER REGISTRABLE AND NON-REGISTRABLE INTERESTS.

Cllr. Pollard reminded members of his interest in Martholme Greenway.

6. APPROVE THE MINUTES OF THE ANNUAL PATRISH MEETING HELD ON 18 MAY 2023.

Cllr. McKelvey noted that the minutes show him as being both present and absent at the meeting , he was present at the meeting.

With the exception of the above, the minutes were approved and signed by the Chair.

7. APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 4 APRIL 2024.

The minutes were approved and signed by the Chair.

8. APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 9 MAY 2024.

The minutes were approved and signed by the Chair.

9. PUBLIC PARTICIPATION.

A discussion on road safety matters, which began at the earlier Annual Parish Meeting continued and Cllr, Sian Greenhough (Read Parish Council) raised the issue of the possible danger of speeding cars to pedestrians crossing Simonstone Lane to access the Greenway.

The Chair reminded members that PCSO Katie Ferguson would attend the Council's September meeting.

RESOLVED THAT COUNCIL:

- Request the Clerk to write to Cllr. Mirfin regarding the use of Roadside Variable Message Signs, for use within the parish.
- Request Cllr. Pollard to contact the Parish Lengthsman, to examine the status of the 'disused' SpID on Harewood Avenue (also see Agenda Item 16).

10. EXTERNAL AUDIT MATTERS:

10.1 TO APPROVE AS A CORRECT RECORD THE FINANCIAL STATEMENTS TO 31 MARCH 2024.

The Financial Statements to 31 March 2024 were approved.

10.2 TO AUTHORISE THE CHAIR TO SIGN THE CERTIFICATE OF EXEMPTION: ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2023/2024.

The Chair signed the Certificate of Exemption.

10.3 TO AUTHORISE THE CHAIR TO SIGN SECTION 1: AGAR 2023/2024.

The Chair signed Section 1.

10.4 TO AUTHORISE THE CHAIR TO SIGN SECTION 2: AGAR 2023/2024.

The Chair signed Section 2.

11. APPOINTMENT AND NOMINATIONS FOR PARISH ACTIVITIES.

11.1 TO APPOINT AN AUDITOR FOR 2025/26 AND 2026/27.

Members agreed to re-appoint David Swift.

11.2 TO APPOINT A REPRESENTATIVE(S) TO THE RVBC PARISH COUNCIL LIAISON MEETING (PCLM).

Members agreed that Cllrs. Peat and Hampson would represent the Council at the PCLM.

11.3 LIAISON WITH BOROUGH AND COUNTY COUNCILLORS.

Members agreed that Cllr. Peat would carry out this task.

11.4 COORDINATION OF PLANNING COMMENTS.

Members agreed that Cllrs. Duckworth and McKelvey would carry out this task and report to RVBC.

11.5 MONITORING AND LIAISON ON ALL ASPECTS OF THE PARISH LENGTHSMAN SCHEME.

Members agreed that Cllr. Duckworth would carry out this task.

11.6 ACTIVITIES INVOLVING LCC HIGHWAYS AND STREET LIGHTING, REPORTING DEFECTS ETC.

Members agreed that Cllr. Hampson would carry out this task.

11.7 ACTIVITIES INVOLVING LCC PUBLIC RIGHTS OF WAY (PROW), REPORTING DEFECTS ETC.

Members agreed that Cllr. Duckworth would carry out this task.

11.8 COORDINATION AND LIAISON WITH OTHER PARISH COUNCILS, SOCIAL GROUPS, AND COORDINATING CHRISTMAS ACTIVITIES.

Members agreed that Cllrs. Finn, Norse and Vaughton would carry out this task.

11.9 REPRESENTATIVE AT THE ROAD SAFETY WORKING GROUP.

Members agreed that Cllrs. Hampson and Duckworth would carry out this task.

11.10 WEBSITE UPDATE.

Members agreed that the Clerk should carry out this activity.

11.11 UPDATING SOCIAL MEDIA INCLUDING FACEBOOK.

Members agreed that Cllrs. Vaughton and Hampson would carry out this task, with a report carried out by Cllr. Finn.

12. REVIEW THE COUNCIL'S POLICIES, REGULATIONS AND PROCEDURES

Members considered the existing documents and agreed to update/review them throughout 2024/25.

13. APPROVE MEETING DATES FOR 2024/25

The following dates were approved:

2024: July 11, Sept. 5, Oct. 3, Nov. 7 and Dec. 5. **2025:** Jan. 9, Feb. 6 and March 6

14. CHRISTMAS FESTIVE LIGHTS

Cllrs. Vaughton and Norse provided an update on the purchase and installation of Christmas streetlights.

Members were reminded that at their meeting on 9 May 2024 they agreed expenditure of £3,000 for the purchase of streetlights and requested Cllrs. Vaughton and Norse to provide quotes for the installation, removal and storage of the lights.

Members also discussed renewing the lights for the 'Parish' Christmas Tree.

RESOLVED THAT COUNCIL:

Approve expenditure:

1. Of no more than £1,110 (including VAT) for the installation, removal and storage of the streetlights.
2. Of £100 for the purchase of new Christmas tree lights.

15. 80TH ANNIVERSARY OF D-DAY AND THE LIGHTING OF BEACONS.

Cllr. Hampson submitted a report requesting members to consider carrying out a lamp lighting ceremony and the sending of a letter of thanks to Lancashire's Beacon Champion.

RESOLVED THAT COUNCIL:

Approve:

1. That Cllr. Hampson organise a lamp lightening ceremony at the Parish Green.
2. Expenditure of £80 for the purchase of any equipment required for the above event.
3. That Cllr. Hampson write a suitable letter to Lancashire's Beacon Champion.

16. SPID INSTALLATION.

Cllr. Pollard suggested that as the Parish Council were contemplating purchasing/installing a new SpID (Speed Indicator Device) the redundant SpID which has been attached to the Harewood Avenue lamp post for over a year, could (assuming it works) be used permanently for the approach to the Simonstone Lane dip near the Greenway Steps.

Cllr. Hampson suggested, that if the SpID could be brought back into use, it could be used at various locations around the Parish.

RESOLVED THAT COUNCIL:

- a. Agree that Cllr. Pollard would ask the Parish Lengthsman to examine the status of the SpID, to see if it can be brought back into serviceable use, and report back to the Council.
- b. Request Cllrs. Pollard and Duckworth find out what happened to the 'second SpID'.

Signed *D. Peat*

Dated: 11/07/2024

A signed copy is on file.

Date of next meeting:

11 July 2024



Agenda Item 8.1

For Decision

Simonstone Parish Council

Title:

End of Year 2024-25 Finance Report

Submitted by:

Clerk and Responsible Financial Officer

Purpose of the report:

To update members of the Council's financial position at the end of the 2024-25 financial year.

Recommendations:

1. Approve the Report and specifically the:

Reconcilliation of Receipts and Payments.

Receipts for the period 1st April 2024 to 31st March 2025.

Bank		Income Streams							
#	Date	Reference	Details	RVBC Precept	VAT Repay	RVBC Grants/Other	Other Grants	Sundry	Totals
1	08/04/2024		RVBC - Precept payment	8,400.00					8,400.00
2	03/07/2024	422557	LCC PROW and Bio diversity Grant				800.00		800.00
3	23/09/2024	054992	Concurrent Grant			313.00			313.00
4	09/12/2024	09373	Christmas Lunch Grant			200.00			200.00
Total:				8,400.00	0.00	513.00	800.00	0.00	9,713.00

Schedule of Payments made for the period 1st April 2024 to 31st March 2025

Dates		Administration Expenses								Amenity Expenses					VAT	Total
#	CHQ Stub	Bank Recon.	CHQ No./Ref	Details	Clerk Salary	HMRC Tax/NIC	Expenses	General Admin.	Website and IT Expenses	Other Admin.	General Maintenance	Play Areas	Other Expenses	Sundry Expenses		
1	07/03/24	02/04/24	101563	Use it				51.78								51.78
2	07/03/24	12/03/24	101564	LALC Civility (£30)												-
3	07/03/24	04/04/24	101565	RS Village Hall - February						22.00						22.00
4	07/03/24	04/04/24	101566	RS Village Hall - Interview - December						11.00						11.00
5	04/04/24	11/04/24	101567	LALC Training				35.00								35.00
6	04/04/24	09/04/24	101568	Clean Bus Shelter									65.00			65.00
7	04/04/24	09/05/24	101569	Use IT					2.08						0.42	2.50
8	04/04/24	08/04/24	101570	Clr. Hampson (Paper)			8.32								1.67	9.99
9	09/05/24	21/05/24	101571	Under payment previous clerk	7.20											7.20
10	09/05/24	19/06/24	101572	Sabden PC Lengthsman 2023/24							216.00					216.00
11	09/05/24	19/06/24	101573	Sabden PC Lengthsman 2024/25							300.00					300.00
12	09/05/24	05/06/24	101574	Room hire Clerk interview St John's						15.00						15.00
13	09/05/24	22/05/24	101575	GDPR annual subscription						40.00						40.00
14		15/05/24	101576	Zurich Insurance						267.88						267.88
15		20/06/24	101577	Use it Computers					17.26							17.26
16		05/06/24	101578	Contribution to Read Playground 2024								375.00				375.00
17		20/06/24	101579	Use it Computers					2.08						0.42	2.50
18		01/07/24	DD	Easy Websites					48.40						9.68	58.08
19		17/07/24	101580	Use it Computers					2.08						0.42	2.50
20	10/06/24	30/09/24	101581	St. Peter's Letting May 2024 - April 2025						200.00						200.00
21		17/07/24	101582	Use it Computers - Office 365					12.26							12.26
22		20/06/24	101583	Fees to cover clerk duties - Lord Accountancy						250.00						250.00
23		27/06/24	101584	Internal Audit - David Swift				70.00								70.00
24		16/07/24	101585	Clr. Hampson D-Day celebration										20.00		20.00
25		26/07/24	101586	Ark Plastics - Bench									525.00		105.00	630.00
26		23/07/24	101587	Clerk Salary - May 2024	343.20											343.20
27		23/07/24	101588	Clerk Salary - June 2024	343.20											343.20
28		01/08/24	DD	Easy Websites					48.40						9.68	58.08
29		16/0724	101589	HMRC Cumbernauld		172										171.60

Dates			Administration Expenses							Amenity Expenses						
#	CHQ Stub	Bank Recon.	CHQ No./Ref	Details	Clerk Salary	HMRC Tax/NIC	Expenses	General Admin.	Website and IT Expenses	Other Admin.	General Maintenance	Play Areas	Other Expenses	Sundry Expenses	VAT	Total
30		07/08/24	101590	Use it Computers					2.08						0.42	2.50
31	Unity	27/08/24	367009	High Trapp Deposit - Cllr. Peat										50.00		50.00
32	Unity	30/08/24		Clerk Salary - August 2024	343.20											343.20
33	DD	02/09/24		Easywebsites - Email and website hosting					48.40						9.68	58.08
34	Unity	02/09/24	20232406	PKF Littlejohn - AGAR for 2023 Audit				252.00								252.00
35	Unity	16/09/24		Cllr. Norse IKEA for D-Day										28.46		28.46
36	Unity	16/09/24		Clerk Salary - September 2024	343.20											343.20
37	Unity	16/09/24	3769	DM Payroll Services				60.00								60.00
38	Unity	16/09/24	2425117	LALC annual subscription						249.27						249.27
39	Unity	19/09/24	Use It	Invoices: 0531, 40947, 41154, 41368, 41878 and 41667					57.37						11.47	68.84
40	Unity	30/09/24	Unity	Service Charge (Bank)				7.04								7.04
41	Unity	01/10/24	DD	Easywebsites - Email and website hosting					48.40						9.68	58.08
42	Unity	14/10/24		Grant to Easi-Beats										100.00		100.00
43	Unity	14/10/24		Nativity set (paid by clerk)									103.71		20.74	124.45
44	Unity	15/10/24		Clerk Salary October 2024	343.00											343.00
45	Unity	16/10/24		HMRC Cumbernauld (three months)		429										429.00
46	Unity	31/10/24		Service Charge (Bank)				5.40								5.40
47	Unity	01/11/24	DD	Easywebsites - Email and website hosting					46.20						9.24	55.44
48	Unity	04/11/24		Use It Computers - Invoice 42127					2.08						0.42	2.50
49	Unity	04/11/24		Royal British Legion 2 x wreaths										80.00	20.00	100.00
50	Unity	04/11/24		Barrie Tyrer - old website termination					135.20							135.20
51	Unity	06/11/24		Festive Lights									1,528.47		305.69	1,834.16
52	Unity	12/11/24	42330	Use It Computers					16.30						3.26	19.56
53	Unity	12/11/24	42591	Use It Computers					2.08						0.42	2.50
54	Unity	12/11/24	42793	Use It Computers					16.30						3.26	19.56
55	Unity	15/11/24		Clerk - Salary November 2024	343.20											343.20
56	Unity	25/11/24		John Barker - Crib Expenses										100.00		100.00
57	Unity	25/11/24	MV058B	Cllr. Vaughton - Light Connectors									45.28		9.06	54.34
58	Unity	25/11/24	MV022B	Cllr. Vaughton - Extention Lead									9.32		1.87	11.19
59	Unity	25/11/24		Donation for Crib - Martholme Greenway										100.00		100.00
60	Unity	25/11/24		2024/25 Lengtsman Scheme							700.00					700.00

Dates			Administration Expenses								Amenity Expenses					
#	CHQ Stub	Bank Recon.	CHQ No./Ref	Details	Clerk Salary	HMRC Tax/NIC	Expenses	General Admin.	Website and IT Expenses	Other Admin.	General Maintenance	Play Areas	Other Expenses	Sundry Expenses	VAT	Total
61	Unity	25/11/24	BK367009	Higher Trapp - Pensioners Lunch deposit 1										192.00		192.00
62	Unity	30/11/24		Bank Service Charge				6.00								6.00
63	Unity	02/12/24	RQYY&	Easywebsites - Email and website hosting					46.20						9.24	55.44
64	Unity	04/12/24	9137	RVBC - Wheel Bin Emptying							442.01		88.40			530.41
65	Unity	04/12/24	190461	Cllr. Norse School Gift 1 (Stampers)										17.48	3.49	20.97
66	Unity	04/12/24	190484	Cllr. Norse School Gift 2 (Wooden decorations)										39.98	7.99	47.97
67	Unity	04/12/24	1637138	Cllr. Norse School Gift 3 (Felt Pens)										66.60	13.32	79.92
68	Unity	04/12/24	1344	CKW Electrical Ltd										180.00		180.00
69	Unity	04/12/24	1345	CKW Electrical Ltd										167.87		167.87
70	Unity	16/12/24		Clerk - Salary December 2024	343.20											343.20
71	Unity	16/12/24	43029	Use It Computers					2.08						0.42	2.50
72	Unity	16/12/24	BK367009	Cllr Peat - Higher Trapp Deposit 2										66.00		66.00
73	Unity	16/12/24	43278	Use It Computers					16.30						3.26	19.56
74	Unity	31/12/24		Bank Service Charge				6.00								6.00
75	Unity	02/01/25		Easywebsites - Email and website hosting					46.20						9.24	55.44
76	Unity	16/01/25	43674	Use It Computers					16.30						3.26	19.56
77	Unity	16/01/25	43537	Use It Computers					2.08							2.08
78	Unity	16/01/25		Clerk Salary January 2025	343.20											343.20
79	Unity	16/01/25	8521	HMRC		686.40										686.40
80	Unity	16/01/25		Cllr. Peat - Payment to Read - Raffle										18.00		18.00
81	Unity	16/01/25		Cllr. Vaughton - Christmas Lunch										22.00		22.00
82	Unity	29/01/25	4011	DM Payroll Services				60.00								60.00
83	Unity	31/01/25		Service Charge (Bank)				6.00								6.00
84	Unity	03/02/25	DD	Easy websites					46.20						9.24	55.44
85	Unity	26/02/25		Clerk - Salary February	343.20											343.20
86	Unity	26/02/25		Use It Computers - 44133					16.30						3.26	19.56
87	Unity	26/02/25		Use It Computers - 43967					2.08						0.42	2.50
88	Unity	26/02/25		Use It Computers - 43537					0.42							0.42
89	Unity	27/02/25		Cllr. Pollard - Postmix for Crib										21.48	4.30	25.78
90	Unity	28/02/25		Service Charge (Bank)				6.00								6.00
91	Unity	03/03/25		Easy websites					46.20						9.24	55.44

Dates				Administration Expenses							Amenity Expenses			Sundry Expenses	VAT	Total
#	CHQ Stub	Bank Recon.	CHQ No./Ref	Details	Clerk Salary	HMRC Tax/NIC	Expenses	General Admin.	Website and IT Expenses	Other Admin.	General Maintenance	Play Areas	Other Expenses			
92	Unity	18/03/25		Clerk - Salary March	343.20											343.20
93	Unity	18/03/25		VE Day Grant to Village Hall										140.00		140.00
94	Unity	18/03/25		Grant to Padiham Parade										110.00		110.00
95	Unty	27/03/25		Grant to Readstone Environment Group										339.99		339.99
96	Unty	31/03/25		Service Charge (Bank)				6.00								6.00
TOTALS					3,439.00	1,287.00	8.32	571.22	747.33	1,055.15	1,658.01	375.00	2,365.18	1,859.86	609.18	13,975.25

Summary of Receipts and Payments

	£	
Balance carried forward at 1st April 2024:	9,286.46	
Add total receipts to date:	9,713	
Less total payments to date:	-13,975.25	
Balance:	5,024.21	<i>If these two figures are different an explanation is required.</i>
	£	
Unity Trust Bank Balance as at 31/03/25:	5,024.21	

The Switch from Barclays Bank to Unity Trust Bank took place on 16 August 2024.

Amount transferred = £15,086.93

Switch Authorised by:

- David Peat
- Clifton Pollard
- Stephen Finn

Comparisons as at 31/03/2025

	FINAL ACCOUNTS 2023/24	BUDGET 2024/25	ACCOUNTS TO DATE 2024/25
INCOME	£	£	£
RVBC Precept:	8,400	8,400	8,400
Concurrent and other grants:	0	0	1,313
HMRC VAT Refunds:	0	0	0
LCC, sundry and other grants:	0	0	0
	8,400	8,400	9,713
EXPENDITURE			
Administration Expenses:	£	£	£
Clerk's salary:	0	0	3,439.00
HMRC: Employers Tax and NIC:	0	0	1,287.00
Expenses: mileage etc.	0	0	8.32
General Administration:	0	0	571.22
Website and email hosting, software/hardware:	0	0	747.33
Other Admin:	0	0	1,055.15
	0	0	7,108.02
Amenity Expenses:	£	£	£
General maint and lengthsman.:	0	0	1,658.01
Play area and Read play area	0	0	375.00
Other Expenses	0	0	2,365.18
	0	0	4,398.19
Sundry Expenses:	£	£	£
Christmas trees, lights and bunting:	0	0	0.00
Remembrance Sunday - wreath etc:	0	0	0.00
Defibrillator costs:	0	0	0.00
Other Sundry Expenses:	0	0	1,859.86
	0	0	1,859.86
VAT on Expenses to be Reclaimed:			609.18
	£	£	£
Total Expenditure:			13,975.25
SUMMARY:	£	£	£
Income:	0	0	9,713.00
Expenditure:	0	0	-13,975.25
	0	0	-4,262.25
BALANCE:	£		£
Balance brought forward at 1 April:		2023/24 balance carried forward:	9,286
Add surplus / less deficit for the year:		2024/25 Balance to date:	(4,262)
Balance to be carried forward:		Overall Balance:	5,024.21

Cash Flow Forecast for the period 1st April 2024 to 31st March 2025

		Actual Income												
INCOME	Stream	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total
1	RVBC Precept	Precept	8,400.00											8,400.00
2	RV in Bloom	RVBC Grant												0.00
3	HMRC VAT Return	VAT Repay												0.00
4	Concurrent Funding	RVBC					313.00							313.00
6	Other RVBC Grants	RVBC Grant								200.00				200.00
7	Other Income	Other												0.00
8	Other Funding	LCC				800.00								800.00
Totals:		8,400.00	0.00	0.00	800.00	0.00	313.00	0.00	0.00	200.00	0.00	0.00	0.00	9,713.00

		Actual Expenditure												
EXPENDITURE	Stream	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total
20	Use-It	Admin. Exp.	51.78	2.50	19.76	14.76	2.50	68.84		44.12	22.06	21.64	22.48	270.44
21	Easy Web/web site	Admin. Exp.				58.08	58.08	58.08	190.64	55.44	55.44	55.44	55.44	644.72
22	RVBC Payments	Other Exp								530.41				530.41
23	LALC Subs. training	Sundry Exp.	35.00				249.27							284.27
24	Accountant and PKF LJ	Admin. Exp.			320.00		252.00							572.00
25	Consum/License/GDPR	Admin. Exp.	9.99	40.00										49.99
26	Clerk Salary	Staff Costs		7.20		686.40	343.20	343.20	343.20	343.20	343.20	343.20	343.20	3,439.00
27	Defrib./Bus Shelter	Sundry Exp.												0.00
28	Bank charges	Admin. Exp.					7.04	5.40	6.00	6.00	6.00	6.00	6.00	42.44
29	HMRC Income Tax	Staff Costs				171.60		429.00						600.60
30	Payroll services	Admin. Exp.					60.00				60.00			120.00
31	Clerk Expenses	Staff Costs												0.00
32	Amenity etc.	Amenity Exp.	65.00		375.00	630.00	28.46							1,098.46
33	Insurance	Admin. Exp.		267.88										267.88
34	Room Hire	Admin. Exp.	33.00		15.00		200.00							248.00
35	Lengthsman/Other Maint	Grnd Maint			516.00				700.00					1,216.00
36	Training/Other Subs	Sundry Exp.												0.00
37	Grants/Donations	Other Exp.						100.00	100.00				589.99	789.99
38	Remembrance/Other	Sundry Exp.				20.00			100.00					120.00
39	Christmas	Sundry Exp.					50.00	124.45	2,191.69	562.73	40.00	25.78		2,994.65
Totals:		194.77	317.58	1,245.76	1,580.84	453.78	1,266.89	1,059.93	3,675.65	1,519.84	526.28	452.90	994.63	13,288.85

2024/25 FORECAST	£
Forecast Income	9,713
Forecast Expenditure	13,289
Forecast Balance 2024/25	-3,576

EOY 2025 FORECAST	£
Balance at 01/03/25	6,018.84
Forecast Income - March onwards	0
Forecast Spend - March onwards	995
Balance EOY	5,024

For reference:	
Balance EOY 2023/24 = 9,286	

2024-2025 - Unity Trust Bank Statements												
DETAILS	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March
Balance brought forward 31 March 2023	9,286.46	17,491.69	17,174.11	15,928.35	15,147.51	14,693.73	13,739.84	12,679.91	9,004.26	7,684.42	6,471.74	6,018.84
Income 2024/25:	8,400.00	0.00	0.00	800.00	0.00	313.00	0.00	0.00	200.00	0.00	0.00	0.00
Expenditure 2024/25:	194.77	317.58	1,245.76	1,580.84	453.78	1,266.89	1,059.93	3,675.65	1,519.84	526.28	452.90	994.63
Balance:	17,491.69	17,174.11	15,928.35	15,147.51	14,693.73	13,739.84	12,679.91	9,004.26	7,684.42	7,158.14	6,018.84	5,024.21
Bank Statement Balance:	17,491.69	17,174.11	15,928.35	15,147.51	14,693.73	13,739.84	12,679.91	9,004.26	7,684.42	6,471.74	6,018.84	5,024.21
Statement Date:	30/04/24	31/05/24	30/06/24	31/07/24	31/08/24	30/09/24	31/10/24	30/11/24	31/12/24	31/01/25	28/02/25	31/03/25

Barclays Business Premium Account

£

Balance carried forward at 31 March 2024:	9,000.56
Expenditure April 2024 to 31 March 2025:	0.00
Balance at 31 May 2024	9,000.56
Balance at 31 August 2024	9,034.22
Balance at 30 September 2024	9,068.00
Balance at 31 October 2024	9,068.00
Balance at 29 November 2024	9,068.00
Balance at 31 December 2024	9,101.91
Balance at 31 January 2025	9,101.91
Balance at 28 February 2025	9,101.91
Balance at 31 March 2025	9,134.10

Interest payment = £32.19

Certificate of Exemption – AGAR 2024/25 Form 2

Agenda Item 8.2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2025, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2025 and a completed Certificate of Exemption is submitted no later than **30 June 2025** notifying the external auditor.

Simonstone Parish Council

certifies that during the financial year 2024/25, the higher of the authority's total gross income for the year **or** total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2024/25:

£9,713 **OR AMOUNT £00,000**

Total annual gross expenditure for the authority 2024/25:

£13,975 **OR AMOUNT £00,000**

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority **is unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Form 3 to the external auditor to undertake a limited assurance review for which a fee of **£210 +VAT** will be payable.

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

- The authority was in existence on 1st April 2021
- In relation to the preceding financial year (2023/24), the external auditor **has not**:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

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

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage* before 1 July 2025.

Signing this certificate confirms the authority will comply with the publication requirements.

Signed by the Responsible Financial Officer

Date

SIGNATURE REQUIRED

DD/MM/YYYY

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

DD/MM/YYYY

Signed by Chair

Date

SIGNATURE REQUIRED

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Generic email address of Authority

clerk@simonstone-pc.gov.uk **UNED GENERIC EMAIL ADDRESS**

Telephone number

07855183444 **TE NUMBER**

*Published web address

www.simonstone-pc.gov.uk **BUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS**

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2025. Reminder letters for late submission will incur a charge of £40 + VAT.

We acknowledge as the members of:

Simonstone Parish Council

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

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

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

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

22/05/2025

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Information required by the Transparency Code (not part of the Annual Governance Statement)

The authority website/webpage is up to date and the information required by the Transparency Code has been published.	Yes	No

www.simonstone-pc.gov.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Simonstone Parish Council

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	17,509	18,287	<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	8,400	8,400	<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	1,086	1,313	<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	3,583	4,726	<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	5,713	9,249	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	18,287	14,025	<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	18,287	14,025	<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	10,331	13,205	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

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

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

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

SIGNATURE REQUIRED

Date

17/05/2025

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

22/05/2025

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED