



**6<sup>th</sup> December 2024**

**To All Members of the Audlem Parish Council:**

You are hereby summoned to attend a Meeting of Audlem Parish Council to be held on **Thursday 12<sup>th</sup> December 2024 at 7.00pm** in the **Methodist Church, Shropshire St, Audlem, Crewe CW3 0AE** for the purpose of transacting the business below.

*S Jakeman*

Locum Parish Clerk

**Distribution:** Councillors, Phillip Baker, Tim Brooksbank, Charles Cavill, Carl Dovey, David Jones, Ryan Jones, David Lambourne, Will Pearson, Dave Siddorns and Paul Smart.

## AGENDA

### **24/97 Election of Chair of the Parish Council**

Member will be asked to elect a Chair of the Council for the remainder of the Municipal Year 24/25.

(Clerk's Note: Members will need to agree a temporary Chair for this agenda item before then proceeding to ask for nominations for the Chair. Nominations for the Chair should be proposed and seconded. For clarity, members are allowed to nominate themselves. If there is more than one nomination an absolute majority of the members voting is required).

### **24/98 Election of Deputy Chair of the Parish Council**

Member will be asked to elect a Deputy Chair of the Council for the remainder of the Municipal Year 24/25.

### **24/99 Apologies for absence**

To note any apologies of absence.

(Clerk's note; For apologies to be noted in the minutes they should be sent to the Clerk; email or hard copy is required.)

### **24/100 Declarations of Interest**

To receive disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting.

(Clerk's note: Members attention is drawn to the Parish Council Code of Conduct)

## 24/101 Requests for Dispensation

To receive requests for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest.

(Clerk's Note: Members attention is drawn to Standing Order 13, in particular the requirement that requests for dispensation should be submitted to the Clerk to consider)

## 24/102 Public Session.

Members will be asked to **RESOLVE that Standing Orders of the Council be suspended, to allow public participation in accordance with Standing Orders 3e-j.**

(Standing Order 3:

**e.** Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. Members of the public are encouraged to submit their query in writing to the Clerk at least three days before the meeting so their query can be circulated to all Councillors ahead of the meeting. Members of the public can still, however, attend and speak on the evening without submitting their query first if they so wish.

**f.** The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed 15 minutes unless directed by the Chairman of the meeting.

**g.** Subject to standing order 3(f) above, a member of the public shall not speak for more than 3-5 minutes. In accordance with standing order 3(e) above, a question shall not require a response at the meeting. Councillors can ask questions for clarity but there will no full debate of the issue at the meeting. The Chairman of the meeting may direct that a written or oral response is given. Members of the public will receive correspondence within 5 working days of the meeting on which Council group has been allocated to deal with the issue or how the issue has been resolved.

**h.** A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Chairman of the meeting may at any time permit a person to be seated when speaking.

**i.** A person who speaks at a meeting shall direct his comments to the Chairman of the meeting.

**j.** Only one person is permitted to speak at a time. If more than one person wants to speak, the Chairman of the meeting shall direct the order of the speaking.)

Should there: be no public questions, or should the public questions be responded to within the 15 minutes allocated, or the 15 minutes allocated expires, members will be asked to **RESOLVE that Standing Orders are reinstated and the meeting continues with remaining items on the agenda.**

#### 24/103 **Confirmation of Previous Minutes**

Members will be requested to **RESOLVE to approve the Minutes of the meeting held on 8<sup>th</sup> August 2024**, (copy attached)

(Clerk's Note: Should the minutes be approved; the Chair of the meeting will be required to sign/ initial and date each page of the minutes)

#### 24/104 **Council Meeting Dates**

Members will be asked to **RESOLVE that for the remainder of the Municipal Year that the Council meets on the 2<sup>nd</sup> Thursday of each month, those dates being:**

**9<sup>th</sup> January 2025, 13<sup>th</sup> February 2025, 13<sup>th</sup> March 2025 and 10<sup>th</sup> April 2025.**

**And**

**That the Annual Council meeting (which begins the Municipal Year 2025/26) be held on 8<sup>th</sup> May 2025.**

#### 24/105 **Committees and Working Groups**

Members are advised that a number of Committees and Working Groups have previously been in existence. Considering the large change in Council membership in recent months it is recommended that all business of the Council be transacted by the Full Council and that any existing committee or working groups be terminated. As the current Council develops it can reconsider the requirement for committees or working groups. Members will therefore be asked to **RESOLVE that all existing working groups and committees be terminated.**

#### 24/106 **Bank Mandate**

Members are advised that currently only one member of the Council (Cllr Dovey) has access to the bank account and that payments require 3 people to be on the mandate to approve payments and amendments to the mandate (one to administer and 2 to approve). Several previous councillors remain on the Bank Mandate, and these should be removed at the earliest opportunity. Changes to the bank mandate currently require a 'board decision' to be sent to the Bank (Lloyds).

Members will be asked to volunteer to be on the bank mandate (we will need at least 2 more, and it would be preferable to have several more to allow transactions to be made in the absence of members). Furthermore, the Clerk should be added to the Bank mandate.

Members will be asked to **RESOLVE that the Locum Clerk (Mr Lee Jakeman) and Cllr Dovey and Cllr TBC(1) and Cllr TBC(2) and Cllr TBC(3) be full authorised signatories of the Audlem Parish Council Bank Account held with Lloyds Bank**

**AND**

**That all other signatories currently on the Bank Mandate are removed from the Bank Mandate.**

#### 24/107 **Bank Reconciliation**

Members will be asked to receive a Bank reconciliation as at 31<sup>st</sup> August 2024, 30<sup>th</sup> September 2024 and 31<sup>st</sup> October 2024. (*copies attached*). Copies of the bank statements will be circulated to members separately from the agenda and hard copies of invoices/receipts will be available for inspection at the meeting by members.

Members will be asked to note that as at the 31<sup>st</sup> October 2024 that the bank account balance stood at £73,374.92.

Members will be asked to **RESOLVE that the bank reconciliations for August, September and October 2024 be confirmed and that the Chair be instructed to sign them.**

#### 24/108 **Budget Summary**

Members will be asked to **receive and note** a budget summary produced from the Scribe Accounting Package as at 5<sup>th</sup> December 2024 (*copy attached*).

The estimates currently predict an overspend of circa £8k (budget set at £78,160 forecast outturn of £86,195.85). There is a significant amount of validation required – but it is anticipated that overspends in some budgets will largely be offset by underspends in others.

#### 24/109 **Precept/ Budget 2025/26**

Members are **advised** that they will need to set a budget and confirm a precept before the end of January 2025.

Members are **further advised** that the Locum Clerk is preparing a draft budget for 2025/26 on the basis that the Parish Council will continue to do that which it currently does (no new or novel expenditure) and by applying reasonable estimated inflationary costs, and any contractual increases.

The level of the General Reserve at 31 March 2024 was £149,826 (a level of nearly twice the current precept). With a predicted overspend (albeit heavily caveated) of circa £8k this would still leave the General Reserve (at year end 31 March 2025) at circa £140k. This is a significantly healthy sum for a parish whose annual budget is circa £90k.

#### 24/110 **Payments for Approval**

Members will be asked to retrospectively **RESOLVE to approve a list of payments totaling £6125.48.** (*copy attached*).

(Clerk's note: supporting invoices will be available at the meeting for inspection).

#### 24/111 **Clerk's Update**

Members will be asked **to receive and note** a report from the Locum Clerk (*to follow*).

## 24/112 Exclusion of the Press and Public

It is considered in terms of Schedule 12A, Local Government Act 1972, that the following item(s) will be likely to disclose exempt information relating to the contractual matters and it is therefore **RECOMMENDED** that the Council **RESOLVES that :** pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded.

---

## 24/113 Locum Clerk Contract



**AUDLEM**  
PARISH COUNCIL

## AUDLEM PARISH COUNCIL

**Clerk: Carol Bell**

Foxes Field  
Sheppenhall Lane  
Aston  
CW5 8DT

Phone: 07783580406

e-mail: parishcouncil@audlemc.co.uk.

### Minutes of meeting of Audlem Parish Council held in the Methodist Church, Shropshire St. Audlem on Thursday 8<sup>th</sup> August at 7.00pm.

Present: Councillors Stephen Hopkins, Vice-Chair (SH), Lynette Hopkins (LH) Steve Elliott (SE), George McLaren-Brown (GMB), Keith Nord (KN), Ryan Jones (RJ), Dave Siddorns (DS)

In attendance: Carol Bell (Clerk to APC) Rachel Bailey (Ward Councillor)

#### Part A

SH opened the meeting at 7 pm and advised that in the absence of a Chair he would begin the meeting and that the meeting was being recorded.

Members of public in attendance: 29

**24/84** Apologies for absence  
Councillor Kate Down and Councillor Carl Dovey

**24/85** Declarations of Interest  
Cllrs SH, LH RJ and Ward Cllr RB declared an interest in item 24/90 (i)

**24/86** Requests for Dispensation  
No request for dispensations received

**24/87** Election of Chair  
Deferred to the September APC meeting

**24/88** Public participation

A MOP from ADAS stated the committee would not be asking for any financial contribution from APC toward the costs of the fete.

A MOP read out a statement regarding the signing of the FIT deed.

A MOP asked why there was a duplication of item 24/94 (iii) from the police website.

The Clerk replied that the Council received an update from PCSO Nick Jarvis regarding the Crime Data to publish for the public to be made aware of as not everyone looks at the police website.

A MOP queried the approval of further costs for solicitor fees and asked when the Council were hoping this situation would be resolved

SH replied that the council were hoping to have been able to give an update tonight but unfortunately a reply had not yet been received from the previous landowner's solicitor.

The Clerk responded to advise that the Council had received an e-mail that day from the previous landowner stating that a reply will be sent to Freeths (APC's solicitor) as soon as is practically and mutually possible.

SH stated that the Council had written to the previous landowner to apologise for past events and to thank her for attending last week's APC meeting.

A MOP asked if expenditure against budget could be added to the website.

The Clerk advised that an up to date statement would be added

A MOP queried what response was sent to the previous landowner when she sent her e-mail in July 2023 and if no response was sent then all Councillors at that time were equally culpable of not sending that response.

SH advised that the Council had been told a response had been sent by the then Chair but it later became clear that a response had not been sent.

**24/89** Confirmation of Minutes

Councillors **RESOLVED** to approve the Minutes of the meetings held on **29<sup>th</sup> July 2024**.

Proposed GMB, seconded RJ, 4 in favour, one abstention

Prior to Councillors agreeing to resolve the minutes of the last meeting SE asked if he could read out a statement as statements given and recorded in the previous minutes do not reflect what he believes happened in the situation. SE asked if he would be given an opportunity to discuss his comments. The Clerk advised that Councillors needed to approve the minutes first before SE made any comments. After the minutes were approved RJ asked Ward Councillor Bailey can a Councillor make a statement or does it need to be on the agenda. RB advised that it is up to the Clerk and Proper Officer but the agenda item states that item 24/89 states that it is for Councillors to resolve the minutes from the previous meeting. You have an option later in the meeting to ask for a future agenda item where you can read out your statement. SH then stated that the item needed to be put on the next agenda. At that point SE resigned from the Council.

#### 24/90 Planning Matters

24/90 (i) **24/1255N – Parcel of agricultural land off Green Lane, opposite Swanbach Grange, Audlem** – two agricultural buildings to store forage and machinery along with associated track and alterations to existing access.

Cllrs LH, SH, RJ and Ward Cllr RB left the meeting for this item due to their declaration of interest. Cllr GMB took over as Chair for this item only. This item was read out but no decision made. APC had submitted previous comments on this agenda item that will still stand for this application.

Councillors **NOTED** the following planning appeal

24/90 (ii) **24/1239N – Pheasants Rise, Damson Lane, Cox Bank, Audlem** – proposed bungalow – an appeal has been made to the Secretary of State in respect of the above planning application. The appeal is to be dealt with by means of Written Evidence and a site visit by an Inspector from the Planning Inspectorate.

#### 24/91 Financial Matters

24/91 (i) **Due to a statement read out by a member of ADAS earlier in the meeting** Councillors were not required to **RESOLVE** costs relating to summer fete.

24/91 (ii) Councillors **APPROVED** the following payments

Invoice Date	Invoice No.	Supplier	Goods	Amount (£)
29.07.2024	104	Audlem Methodist Church	Room hire for APC meeting 29.07.24	40.00
31.07.2024	504387	Freeths	Legal advice for Turnpike Field	1500.00 + VAT
31.07.2024	14	Martin Tree Care	Clearance and removal of willow tree from resident's garden in relation to Turnpike Field	700.00 + VAT

Proposed SH, GMB seconded, all in favour

SH advised that the bank balance currently stood at £40,637.63

#### 24/92 Correspondence

24/92 (i) The Clerk update on solicitor correspondence was given earlier in the meeting

24/92 (ii) Councillors to **CONSIDER** and **RESOLVE** offer from resident to become police contact after the current Clerk has left. The Clerk asked for this item to be deferred to the September meeting where she hoped to have an update that would allow a response to this request.

24/92 (iii) Councillors to **CONSIDER** and **RESOLVE** issuing a formal statement in relation to public abuse toward individual Councillors.

RJ advised MOPs that if any individual wanted to complain or make a statement about individual Councillors then they should be addressed through the Clerk and not individual Councillors and if the complainant was unhappy with the response from the Clerk then they could contact the Monitoring Office at Cheshire East. Councillors also agreed that they would discuss issuing a statement to that effect.

24/92 (iv) Councillors to **CONSIDER** applications for Clerk vacancy. Clerk requested this to be moved to Section B due to discussions regarding interviews held today.

24/92 (v) Clerk advised that a request had been received from a MOP to use the field for parking on Saturday 31<sup>st</sup> August. The Clerk advised that the Summer Fete may also need additional parking on this date. Clerk to contact ADAS to confirm.

#### 24/93 Turnpike Field

24/93 (i) Councillors **RESOLVED** to pay the sum of £50 +VAT for a copy of the FIT file and all related correspondence.

Proposed RJ, Seconded GMB, all in favour

24/93 (ii) Councillors deferred to **DISCUSS** the Fields in Trust application until the next meeting.

**24/94 Village Management (VMG)**

24/94 (i) LH provided an update for those residents who missed the last meeting, detailing the charges for renting the car park off CE. LH explained that the Council had asked for and had received an extension on the 28 day deadline initially set by CE for a response giving the Council more time to negotiate and review the costs. LH advised this would be further discussed in the next Village Management Committee meeting after which, a Village meeting will be scheduled, during which residents would be informed of the additional costs to their precept if the Council were to go ahead with the rental of the car park giving them an informed choice to make their decision.

24/94 (ii) A MOP asked if the Council had thought about any provision for the children in relation to the bike track that had been decimated by CE. LH advised that the Council at the moment could not commit to Turnpike Field for the use of a bike track due to the legal talks that are still underway and at this moment in time there is no other piece of land in the village available that the youth could use. RJ advised that a committee needs to be set up, a plan made and then funding could be applied for to progress a new project.

24/94 (iii) Councillors **NOTED** crime data for July

- 1/7. Violence: Mckelvey Way.
- 2/7. Suspicious Person: Whitchurch Road.
- 3/7. Highway Disruption: Audlem Road, sheep in the road.
- 5/7. Burglary Dwelling: Green Lane, residential dwelling broken into.
- 6/7. Road Related Offence. Woore Road, driver arrested for drink driving.
- 7/7. Violence: Mckelvey Way.
- 8/7. Missing Person: Lightwood Green, found safe and well.
- 8/7. Domestic Incident.
- 8/7. Violence: Mckelvey Way.
- 9/7. Missing Person: Mckelvey Way, found safe and well.
- 10/7. Burglary: Corbrook Park, Office broken into, safe taken.
- 11/7. Violence: Woore Road.
- 13/7. ASB. Audlem Road.
- 13/7. Violence: Monks Lane.
- 13/7. Theft of Motor Vehicle: Shroppie Fly, found later in the village.
- 15/7. Violence: Mckelvey Way.
- 16/7. Violence: Mckelvey Way.
- 16/7. Domestic Incident.
- 18/7. Theft: Longhill Lane.
- 26/7. RTC: Whitchurch Road, no injuries.
- 28/7. Violence: Mckelvey Way.
- 28/7. Violence: Lord Combermere.
- 29/7. Hate Crime: Mckelvey Way.
- 29/7. RTC: Shropshire Street, no injuries.
- 29/7. Road Related Offence: Cheshire Street.
- 31/7. Concern For Safety; Longhill Lane.

**24/95 Date of Next Meeting and Items for Future Agenda**

The next meeting will be the Annual Council Meeting held on **Monday 2<sup>nd</sup> September** in the **Methodist Church, Shropshire St, Audlem, Crewe CW3 0AE.**

---

**24/96** Councillors discussed the applications received for the Clerk position and were given an update from the interviews for the position. Councillors agreed that although the candidates interviewed very well, they all lacked the experience required for the position therefore all agreed the role would be re-advertised



**Audlem Parish Council**  
**RECONCILIATION - Lloyds Bank 31-08-2024**

---

---

From Accounts .....	£34,722.24
---------------------	------------

Payments not cashed .....	Add .....
Receipts not entered .....	Subtract .....

---

<b>Statement should be .....</b>	<b>£34,722.24</b>
----------------------------------	-------------------

Audlem Parish Council  
9  
WATERSIDE COTTAGES  
CHOLMONDELEY ROAD  
CW5 8GZ

Your Account

**Sort Code** 30-99-50  
**Account Number** 50342268

**BUSINESS ACCOUNT**

01 August 2024 to 31 August 2024

<b>Money In</b>	£1,150.00	<b>Balance on 01 August 2024</b>	£44,015.87
<b>Money Out</b>	£10,509.63	<b>Balance on 31 August 2024</b>	£34,722.24

**Your Transactions**

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
01 Aug 24	GOCARDLESS SCRIBE-3M9BSGRWFSH	DD		66.00	44,015.87
07 Aug 24	CHESHIRE EAST 0	BGC	1,150.00		45,165.87
08 Aug 24	CAROL BELL 100000001391896790 JULY	FPO		10.00	45,155.87
08 Aug 24	CLEAR INSURANCE MA 200000001397040323	FPO		4,466.64	40,689.23
08 Aug 24	THENMEDIA 500000001401140894 TMS-	FPO		51.60	40,637.63
09 Aug 24	EDF ENERGY A-447658B2-001	DD		28.51	40,609.12
14 Aug 24	AUDLEM METHODIST C 100000001394868681 104	FPO		40.00	40,569.12
14 Aug 24	FREETHS LLP 200000001400023245 504387	FPO		1,800.00	38,769.12
14 Aug 24	M K JONES 200000001400023400 M K	FPO		840.00	37,929.12
16 Aug 24	EDF ENERGY A-447658B2-001	DD		33.84	37,895.28
19 Aug 24	SERVICE CHARGES REF : 433189049	PAY		7.00	37,888.28
20 Aug 24	WATER PLUS 4186792694	DD		6.41	37,881.87
20 Aug 24	3 COUNTIES CLEANIN 200000001403451083 INVOICE	FPO		420.00	37,461.87
20 Aug 24	CAROL BELL 300000001410893752 MEDI	FPO		47.99	37,413.88
20 Aug 24	CAROL BELL 500000001407533679 URINAL	FPO		39.95	37,373.93
20 Aug 24	CAROL BELL 200000001403451831 AUG	FPO		10.00	37,363.93

(Continued on next page)

BUSINESS ACCOUNT

Sort Code 30-99-50  
Account Number 50342268

**Your Transactions**

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
27 Aug 24	AUDLEM METHODIST C 300000001414077568 106	FPO		65.00	37,298.93
27 Aug 24	AUDLEM METHODIST C 400000001415497929 108	FPO		25.00	37,273.93
27 Aug 24	THENMEDIA 600000001410401195 TMS-	FPO		49.20	37,224.73
27 Aug 24	TONY SEABRIDGE GRO 200000001406634737 INVOICE	FPO		480.00	36,744.73
27 Aug 24	CAROL BELL 200000001407203041 CLERK	FPO		1,490.82	35,253.91
27 Aug 24	MICHAEL DOLAN 200000001407203267 AUGUST	FPO		531.67	34,722.24

**Transaction types**

<b>BGC</b> Bank Giro Credit	<b>BP</b> Bill Payments	<b>CHG</b> Charge	<b>CHQ</b> Cheque
<b>COR</b> Correction	<b>CPT</b> Cashpoint	<b>DD</b> Direct Debit	<b>DEB</b> Debit Card
<b>DEP</b> Deposit	<b>FEE</b> Fixed Service	<b>FPI</b> Faster Payment In	<b>FPO</b> Faster Payment Out
<b>MPI</b> Mobile Payment In	<b>MPO</b> Mobile Payment Out	<b>PAY</b> Payment	<b>SO</b> Standing Order
<b>TFR</b> Transfer			

**Audlem Parish Council**  
**RECONCILIATION - Lloyds Bank 30-09-2024**

---

---

From Accounts .....	£73,585.60
---------------------	------------

Payments not cashed .....	Add .....
Receipts not entered .....	Subtract .....

---

<b>Statement should be .....</b>	<b>£73,585.60</b>
----------------------------------	-------------------

Audlem Parish Council  
9  
WATERSIDE COTTAGES  
CHOLMONDELEY ROAD  
CW5 8GZ

Your Account

**Sort Code** 30-99-50  
**Account Number** 50342268

**BUSINESS ACCOUNT**

01 September 2024 to 30 September 2024

<b>Money In</b>	£39,080.00	<b>Balance on 01 September 2024</b>	£34,722.24
<b>Money Out</b>	£216.64	<b>Balance on 30 September 2024</b>	£73,585.60

**Your Transactions**

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
02 Sep 24	GOCARDLESS SCRIBE-3M9BSGRWFSH	DD		66.00	34,656.24
06 Sep 24	CHESHIRE EAST 0	BGC	39,080.00		73,736.24
17 Sep 24	EDF ENERGY A-447658B2-001	DD		36.93	73,699.31
17 Sep 24	SERVICE CHARGES REF : 435469161	PAY		8.50	73,690.81
19 Sep 24	WATER PLUS 4186792694	DD		105.21	73,585.60

**Transaction types**

<b>BGC</b> Bank Giro Credit	<b>BP</b> Bill Payments	<b>CHG</b> Charge	<b>CHQ</b> Cheque
<b>COR</b> Correction	<b>CPT</b> Cashpoint	<b>DD</b> Direct Debit	<b>DEB</b> Debit Card
<b>DEP</b> Deposit	<b>FEE</b> Fixed Service	<b>FPI</b> Faster Payment In	<b>FPO</b> Faster Payment Out
<b>MPI</b> Mobile Payment In	<b>MPO</b> Mobile Payment Out	<b>PAY</b> Payment	<b>SO</b> Standing Order
<b>TFR</b> Transfer			

**Audlem Parish Council**  
**RECONCILIATION - Lloyds Bank 31-10-2024**

---

---

From Accounts .....	£73,374.92
---------------------	------------

Payments not cashed .....	Add .....
Receipts not entered .....	Subtract .....

---

<b>Statement should be .....</b>	<b>£73,374.92</b>
----------------------------------	-------------------

Audlem Parish Council  
30  
Newtown  
Newport  
United Kingdom  
TF10 7HS

Your Account

**Sort Code** 30-99-50  
**Account Number** 50342268

**BUSINESS ACCOUNT**

01 October 2024 to 31 October 2024

<b>Money In</b>	£0.00	<b>Balance on 01 October 2024</b>	£73,519.60
<b>Money Out</b>	£210.68	<b>Balance on 31 October 2024</b>	£73,374.92

**Your Transactions**

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
01 Oct 24	GOCARDLESS SCRIBE-3M9BSGRWFSH	DD		66.00	73,519.60
16 Oct 24	EDF ENERGY A-447658B2-001	DD		35.26	73,484.34
21 Oct 24	WATER PLUS 4186792694	DD		100.92	73,383.42
21 Oct 24	SERVICE CHARGES REF : 438120444	PAY		8.50	73,374.92

**Transaction types**

<b>BGC</b> Bank Giro Credit	<b>BP</b> Bill Payments	<b>CHG</b> Charge	<b>CHQ</b> Cheque
<b>COR</b> Correction	<b>CPT</b> Cashpoint	<b>DD</b> Direct Debit	<b>DEB</b> Debit Card
<b>DEP</b> Deposit	<b>FEE</b> Fixed Service	<b>FPI</b> Faster Payment In	<b>FPO</b> Faster Payment Out
<b>MPI</b> Mobile Payment In	<b>MPO</b> Mobile Payment Out	<b>PAY</b> Payment	<b>SO</b> Standing Order
<b>TFR</b> Transfer			

# Audlem Parish Council

5 December 2024 (2024 - 2025)

## Detailed Budget Summary

All Cost Centres and Codes (Between 01/12/2024 and 31/03/2025)

		Last Year 2023 - 2024				Current Year 2024 - 2025				Next Year 2025-2026					
Admin		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
1	Room Hire			850.00	815.00					900.00	730.00	400.00	1,130.00		
2	Printing			500.00	632.00					500.00		500.00	500.00		
3	Stationery			300.00	25.48							20.00	20.00		
4	Staff Training			2,200.00	195.00					120.00		120.00	120.00		
5	Postage			50.00	2.75										
9	Mobile phone			120.00	30.00					120.00	50.00	120.00	170.00		
13	Microsoft Family			80.00											
17	Outsource payroll			350.00	106.50							300.00	300.00		
19	Printer Paper			50.00								15.00	15.00		
20	Printer Cartridges			200.00						88.00	70.78		70.78		
21	Website hosting/doma			600.00	666.00					900.00	244.00	300.00	544.00		
31	Insurance			4,500.00	4,127.28					5,000.00	4,466.64		4,466.64		
39	Subscriptions			700.00						900.00	50.00	300.00	350.00		
45	Bank Charges			144.00	81.56		27.34		27.34	90.00	54.55	30.00	84.55		
53	Donation				112.00										
55	Accounts Software				479.00		55.00		55.00	792.00	440.00	352.00	792.00		
68	Miscellaneous										20.00		20.00		
70	Auditor Fees										350.00		350.00		
71	Accountant Fees										156.00		156.00		
<b>SUB TOTAL</b>				<b>10,644.00</b>	<b>7,272.57</b>		<b>82.34</b>		<b>82.34</b>	<b>9,410.00</b>	<b>6,631.97</b>	<b>2,457.00</b>	<b>9,088.97</b>		

Conservation Areas		Last Year 2023 - 2024				Current Year 2024 - 2025				Next Year 2025-2026					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
34	Grass cutting			250.00						250.00		250.00	250.00		



# Audlem Parish Council

5 December 2024 (2024 - 2025)

## Detailed Budget Summary

All Cost Centres and Codes (Between 01/12/2024 and 31/03/2025)

SUB TOTAL		250.00				250.00				250.00					
		Last Year 2023 - 2024				Current Year 2024 - 2025				Next Year 2025-2026					
Councillors		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
11	Training			600.00						380.00		380.00	380.00		
32	Councillor's expenses			200.00						200.00		200.00	200.00		
33	Chair's Allowance			150.00	41.67					150.00		150.00	150.00		
SUB TOTAL				950.00	41.67					730.00		730.00	730.00		
		Last Year 2023 - 2024				Current Year 2024 - 2025				Next Year 2025-2026					
Events		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
8	Remembrance Service			50.00											
30	Annual Village Meeting			200.00											
42	Community Expenditu			200.00						450.00	51.40	398.00	449.40		
SUB TOTAL				450.00						450.00	51.40	398.00	449.40		
		Last Year 2023 - 2024				Current Year 2024 - 2025				Next Year 2025-2026					
Income		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
43	Precept		64,657.00	129,310.00		78,160.00	78,160.00		78,160.00						
44	Community Infrastruct		2,351.52			1,674.74	1,674.74		1,674.74						
47	ChALC Funds		5,554.67												
56	Donations		226.01												

# Audlem Parish Council

## Detailed Budget Summary

All Cost Centres and Codes (Between 01/12/2024 and 31/03/2025)

57	Parish Compact	1,150.00											
58	Unknown	153.38											
59	VAT repayment	11,183.18			2,500.00	791.35	1,250.00	2,041.35					
<b>SUB TOTAL</b>		<b>85,275.76</b>	<b>129,310.00</b>		<b>82,334.74</b>	<b>80,626.09</b>	<b>1,250.00</b>	<b>81,876.09</b>					

		Last Year 2023 - 2024				Current Year 2024 - 2025				Next Year 2025-2026					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
50	Tenancy Contract		1,260.00	1,260.00		600.00	630.00		630.00						
<b>SUB TOTAL</b>			<b>1,260.00</b>	<b>1,260.00</b>		<b>600.00</b>	<b>630.00</b>		<b>630.00</b>						

		Last Year 2023 - 2024				Current Year 2024 - 2025				Next Year 2025-2026					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
40	Repairs and Renewals			500.00						2,500.00		2,500.00	2,500.00		
<b>SUB TOTAL</b>				<b>500.00</b>						<b>2,500.00</b>		<b>2,500.00</b>	<b>2,500.00</b>		

		Last Year 2023 - 2024				Current Year 2024 - 2025				Next Year 2025-2026					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
60	Grants			200.00						5,000.00	500.00	4,500.00	5,000.00		
62	Parish Compact					1,150.00	1,150.00	383.32	1,533.32						
63	Professional Services									4,910.00		4,910.00	4,910.00		
66	Section 106										39.20		39.20		
67	Section 137						1,287.43		1,287.43						

# Audlem Parish Council

5 December 2024 (2024 - 2025)

## Detailed Budget Summary

All Cost Centres and Codes (Between 01/12/2024 and 31/03/2025)

73	Assets									1,287.42		1,287.42		
<b>SUB TOTAL</b>			<b>200.00</b>	<b>1,150.00</b>	<b>2,437.43</b>	<b>383.32</b>	<b>2,820.75</b>	<b>9,910.00</b>	<b>1,826.62</b>	<b>9,410.00</b>	<b>11,236.62</b>			

### Neighbourhood Plan

		Last Year 2023 - 2024				Current Year 2024 - 2025				Next Year 2025-2026					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
36	Plan expenses			500.00						500.00		166.68	166.68		
<b>SUB TOTAL</b>				<b>500.00</b>						<b>500.00</b>		<b>166.68</b>	<b>166.68</b>		

### Professional Services

		Last Year 2023 - 2024				Current Year 2024 - 2025				Next Year 2025-2026					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
12	Internal Audit			400.00								400.00	400.00		
41	Legal Fees			3,356.00											
51	Road Safety Report				3,500.00										
<b>SUB TOTAL</b>				<b>3,756.00</b>	<b>3,500.00</b>							<b>400.00</b>	<b>400.00</b>		

### Public Toilets

		Last Year 2023 - 2024				Current Year 2024 - 2025				Next Year 2025-2026					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
7	Electricity			440.00	516.71					1,440.00	368.73	480.00	848.73		
14	Clinical Waste Collecti			3,320.00	887.86					1,440.00	299.77	480.00	779.77		
22	Cleaning Contract			4,300.00	3,682.00					4,800.00	2,055.00	1,600.00	3,655.00		
24	Water and Waste Wat			740.00	1,100.20					864.00	644.67	288.00	932.67		
49	Donations		576.54			650.00		216.68	216.68						

# Audlem Parish Council

## Detailed Budget Summary

All Cost Centres and Codes (Between 01/12/2024 and 31/03/2025)

52	Sanitary Supplies		42.94		216.00	193.25	54.00	247.25			
54	Repairs		1,368.00		1,240.00	52.83	413.32	466.15			
<b>SUB TOTAL</b>		<b>576.54</b>	<b>8,800.00</b>	<b>7,597.71</b>	<b>650.00</b>	<b>216.68</b>	<b>216.68</b>	<b>10,000.00</b>	<b>3,614.25</b>	<b>3,315.32</b>	<b>6,929.57</b>

		Last Year 2023 - 2024				Current Year 2024 - 2025				Next Year 2025-2026					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
15	Loan repayment			10,460.00	10,463.66					10,460.00	5,231.83	5,232.00	10,463.83		
<b>SUB TOTAL</b>				<b>10,460.00</b>	<b>10,463.66</b>					<b>10,460.00</b>	<b>5,231.83</b>	<b>5,232.00</b>	<b>10,463.83</b>		

		Last Year 2023 - 2024				Current Year 2024 - 2025				Next Year 2025-2026					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
37	Money reserves			20,000.00											
<b>SUB TOTAL</b>				<b>20,000.00</b>											

		Last Year 2023 - 2024				Current Year 2024 - 2025				Next Year 2025-2026					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
27	Clerk Salary			25,000.00	8,430.58					15,000.00	7,305.44	7,195.00	14,500.44		
28	HMRC - Tax and NI			3,000.00	3,182.32					6,000.00	1,616.84	2,000.00	3,616.84		
29	Lengthsman salary			6,500.00	4,999.00					6,500.00	2,658.74	3,300.00	5,958.74		

# Audlem Parish Council

5 December 2024 (2024 - 2025)

## Detailed Budget Summary

All Cost Centres and Codes (Between 01/12/2024 and 31/03/2025)

SUB TOTAL		34,500.00		16,611.90		27,500.00		11,581.02		12,495.00		24,076.02			
		Last Year 2023 - 2024				Current Year 2024 - 2025				Next Year 2025-2026					
Subscriptions		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
64	ICO										35.00		35.00		
69	ChALC Funds										684.76		684.76		
SUB TOTAL											719.76		719.76		
		Last Year 2023 - 2024				Current Year 2024 - 2025				Next Year 2025-2026					
Turnpike Field		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
6	Field Maintenance			600.00						2,925.00	7,900.00	975.00	8,875.00		
10	Trees and shrubs			100.00											
16	Arboricultural Consult			600.00	600.00										
23	Planning Consultancy			2,170.00	1,745.00										
25	Tree works			1,000.00											
26	Legal Fees			3,170.00						2,600.00	4,321.00	3,000.00	7,321.00		
48	Grass/hedge cutting				770.00					925.00	550.00	689.00	1,239.00		
65	Planning										500.00		500.00		
72	Valuation Fees										1,250.00		1,250.00		
74	Loan														
SUB TOTAL				7,640.00	3,115.00					6,450.00	14,521.00	4,664.00	19,185.00		

**Detailed Budget Summary**

All Cost Centres and Codes (Between 01/12/2024 and 31/03/2025)

---

**Summary**

---

<b>TOTAL</b>	<b>87,112.30</b>	<b>229,220.00</b>	<b>48,602.51</b>	<b>84,734.74</b>	<b>83,775.86</b>	<b>1,850.00</b>	<b>85,625.86</b>	<b>78,160.00</b>	<b>44,177.85</b>	<b>42,018.00</b>	<b>86,195.85</b>
--------------	------------------	-------------------	------------------	------------------	------------------	-----------------	------------------	------------------	------------------	------------------	------------------

**Retrospective Payment List - Town Council Meeting 12 Dec 24**

Invoice Date	Folio	Payee	Service	nett	VAT	Gross	Payment date	Payment Type	Scribe Code
27/8/24	1	3 Counties Cleaning	INV 772 - Toilets cleaning August 2024	420.00		420.00	19.11.24	via ChALC	
29/8/24	2	PHS Group	INV 7082664 - Annual Duty of Care 1 Oct 24 to 30 Sep 25	7.16	1.43	8.59	19.11.24	via ChALC	
30/8/24	3	Freeths	INV 509368-Legal fees - Land rights and restrictions advice	750.00	150.00	900.00	20.11.24	via ChALC	
1/9/24	4	SCRIBE	INV 6872 - SCRIBE Accts Subscription 1-30 Septe	55.00	11.00	66.00	2/9/24	D/D	
2/9/24	5	EDF	INV KI-447658B2-0003 Electic 1 -31 Aug 24	35.17	1.76	36.93		D/D	
6/9/24	6	Water Plus	wp-INV06783109 - Public Toilets Water/Waste 5 Aug - 4 Sep 24	105.21	-	105.21	19/9/24	D/D	
9/9/24	7	Fields in Trust	INV 8716 - Turnpike Field Change Request - File relating to deed of dedication	50.00	10.00	60.00	20.11.24	via ChALC	
15/9/24	8	PHS Group	INV 70865093 - Public Toilets consumables / sanitary waste disposal	185.02	37.00	222.02	19.11.24	via ChALC	
20/9/24	9	M K Jones (Martin Tree Care)	Dismantle Alder Tree and dispose	700.00	140.00	840.00	20.11.24	via ChALC	
30/9/24	10	Lengthsman	Lengthsman Salary - Sep 2024	531.67		531.67	21.11.24	via ChALC	
6/10/24	11	Water Plus	Sep - 4 Oct 24	100.92	-	100.92	21.10.24	D/D	
7/10/24	12	3 Counties Cleaning	INV 772 - Toilets cleaning September 2024	425.00		425.00	19.11.24	via ChALC	
16/10/24	13	EDF	INV KI-447658B2-0004 Electic 1 -30 Sep 24	33.58	1.68	35.26	16.10.24	D/D	
28/10/24	14	J Harrison (Tech Media)	INV 027103 - Laptop access/ un;ock - collect diagnose, reset and return	172.00	-	172.00	19.11.24	via ChALC	
31/10/24	15	Freeths	INV - Legaal Fees - Land rights restrictions - dispute with seller/ review Fields in Trust details etc	950.00	190.00	1,140.00	20.11.24	via ChALC	
31/10/24	16	Lengthsman	Lengthsman Salary - Oct 2024	531.87		531.67	21.11.24	via ChALC	
4/11/24	17	3 Counties Cleaning	INV 773 - Toilets cleaning October 2024	425.00		425.00	19.11.24	via ChALC	
6/11/24	18	Water Plus	wp-INV07374825 - Public Toilets Water/Waste 5 Oct - 3 Nov 24	105.21		105.21	13/11/24	D/D	

**6,125.48**

**AUDLEM PARISH COUNCIL MEETING  
12 December 2024**

LJ/2024/Admin

8<sup>th</sup> December 2024

REPORT TO AUDLEM PARISH COUNCIL

**AGENDA ITEM 24/111 – Clerk’s Update**

AIM

1. To provide members with an introduction to some of the likely priorities of the Council over the coming months and the priority ongoing issues.

BACKGROUND

2. The Parish Council has been largely inoperative since late August of 2024, following the departure of the previous Clerk and several councillors within a few weeks of each other. The departure of the councillors resulted in the Council being inquorate (being down to 3 members), until the most recent elections.
3. Whilst the Council was inquorate, the 3 remaining councillors in consultation with and, with support from Cheshire Association of Local Councils (ChALC) looked to source a temporary Clerk and return the Council to being quorate (through the arranging of local elections).
4. Seven councillors were elected uncontested on Friday 22<sup>nd</sup> November 2024 to join the 3 existing councillors, which brought the Council up to 10 members (there is still one vacancy on the Council). All new councillors have signed their declarations of acceptance of office and these have been witnessed (and signed) by the proper officer).

DISCUSSION/ COMMENT

**PARISH CLERK**

5. The task of finding a temporary Clerk has proven to be difficult, in that there appears to be a shortage of suitably qualified people available and that no handover is/was available. A Locum (temporary) Clerk has been in place since mid-October 2024 and has been undertaking some very limited work. A formal contract has yet to be agreed (because the Council has been inquorate) and the Locum Clerk is only available for up to 15 hours per week. The previous Clerk was employed for 20 hours per week.
6. The Council will need to consider the awarding of a short-term contract and then seek to recruit a permanent clerk on the requisite hours to undertake all functions normally required of the role.



## **EXTERNAL AUDIT**

7. The Council has received communications from the External Auditor PKF Littlejohn to notify that it has been unable to conclude the External Audit for the financial year ending 31<sup>st</sup> March 2024 (Enclosure 1 refers). The Council will need to dedicate timely resource to addressing this matter, particularly in light of the current end of financial year fast approaching.

## **POLICIES, PROCEDURES, REVIEWS, APPOINTMENTS**

8. A number of the Council Policies are required to be reviewed annually (e.g. Standing Orders/ Financial Regulations). In addition, the Council will need to review items necessary as part of the Internal and External Audit (including Asset registers, risk management and internal audit procedure). Much of the relevant guidance on the requirements can be found in the Joint Panel on Accountability and Governance (JPAG) Practitioners Guide 2024 [Practitioners' Guide 2024](#)
9. The Council will need to confirm appointment of the internal auditor (the minutes of the Council meeting (24/15 (vii)) agree to “retain the same auditor as this year...”, without naming the company, and confirm if they have received a formal letter of appointment.
10. The Council on 3<sup>rd</sup> August renewed its insurance policy with ‘Clear Councils’. A review of the insurance policy will need to take place quickly to ensure that all assets / risks are insured and that levels of fidelity insurance/ public liability etc are adequate.

## **BANKING ARRANGEMENTS**

11. Currently the Council is unable to effect payment of its invoices directly to suppliers (lack of councillors on the banking mandate). Fortunately, Cheshire Association of Local Councils ChALC) have kindly agreed to pay our suppliers for a short period of time. We will receive an invoice in due course from ChALC recharging the value of those individual payments.

## **TURNPIKE FIELD**

12. The Council owns a piece of land known as Turnpike Field and there appears to be an ongoing dispute/ lack of understanding of its status (with Fields in Trust) and, any planning or purchase obligations that might have arisen as a result of its purchase.
13. Due to the Locum Clerk having had no handover and the departure of many councillors in recent months, it is considered important to understand the issues clearly before proceeding with any general discussion on the matter; there is likely to be a distinct lack of corporate understanding of the issues faced. Capturing all the relevant correspondence and appropriate documentation is required and sharing that information with all councillors is a priority. Following which, councillors can consider the matter and decide if and what they might be able or want to do. It is suggested that documentation and correspondence is shared with all councillors over the coming few weeks to allow orientation and early in the new

year a briefing / workshop of councillors and officers is held to draft next steps / options for a formal review, probably at the February meeting of the Council.

## **POLCIE INVESTIGATION**

14. The Parish Council has since 2022 been discussing alleged missing funds from a bank account. The matter resulted in the Council changing its bank account. The investigation into the alleged missing funds has been subject of a complaint made to Santander Bank (the old Bank Account) and dialogue with the Police. The Locum Clerk has asked the Cheshire Police for an update on the matter. It is likely that any information provided by the Cheshire Police would be of a privileged nature if the matter relates a live investigation. Once I have had some dialogue, I will share what I can with members and where appropriate the wider public.

## **TRAINING**

15. The role of Councillor can be helped significantly through the attendance of training courses. The Town and Parish Council sector can be 'a little difficult' to understand at times things that seem straight forward are not always so. The Cheshire Association of Local Council (ChALC) is the recommended first port of call for sector specific training.
16. Members are encouraged to visit the [Cheshire Association of Local Councils](#) and familiarise themselves with the content and consider the virtual training events scheduled for 2025. [F903324.pdf](#) .
17. There is a relatively healthy training budget and members are requested to identify any courses that they would wish to attend.
18. The 'induction for councillors and clerks', the 'roles and responsibilities' and the 'meetings and procedures' courses would be of benefit to most (unless you have previously served on a parish council); they are not onerous but will likely prevent some frustrations regarding processes.

## **RECOMMENDATION(S)**

There are no specific recommendations. Members might wish to obtain further understanding of items mentioned from the Locum Clerk (noting the lack of working knowledge that the Clerk will have in historic items).



Lee Jakeman  
Locum Clerk

Enc.  
External Auditor's Report and Certificate 2023/24.

## Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of **Audlem Parish Council - CH0020**

### 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 2024; 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 2023/24

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.

Please see below

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

We are unable to complete our review work on the AGAR and supporting documentation as a result of correspondence received in relation to 2023/24 and/or prior years. Once we have finalised our review and completed any additional work arising from that correspondence, a final report will be provided with the certificate of completion detailing any qualifications and ‘other’ matters.

Our fee note for the limited assurance review will be issued when we certify completion.

### 3 External auditor certificate 2023/24

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 2024.

We do not certify completion because:

We have received correspondence bringing information to our attention that we must consider before certifying the completion of our review and the discharging of our responsibilities

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

*PKF Littlejohn LLP*

Date

22/09/2024