



Chairman: Cllr C Nicholson

Clerk: Sarah Kyle, Hill House, Walton, Brampton, CA8 2DY
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7th March 2025

A meeting of Stanwix Rural Parish Council is to be held on Wednesday 12th March at 7.30pm in Houghton Village Hall. This is a public meeting and all members of the press and public are welcome to attend.

THIS MEETING WILL BE AUDIO RECORDED FOR TRANSCRIPTION PURPOSES – A COPY OF THE RECORDING WILL BE AVAILABLE UPON REQUEST BY EMAIL FROM THE CLERK

Yours faithfully

A handwritten signature in black ink, appearing to be 'SK', written over a faint circular stamp.

Sarah Kyle

Clerk & Responsible Financial Officer

Agenda

1. Apologies for Absence

To receive written apologies and approve reasons for absence

2. Minutes of the Meeting of the Parish Council held on 12th February 2025

To resolve to authorise the Chairman to sign to approve the accuracy of the [attached](#) minutes

3. Declarations of Interest and Request for Dispensations

- a) The Clerk to report any requests received since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest and to
- b) receive declarations by members of interests in respect of items on this agenda

4. Public Participation

In accordance with [Standing Orders](#) 3e – 3k, the Chairman will, at his discretion:

- a) invite members of the public to address the meeting in relation to the business to be transacted at this meeting and;
- b) receive reports from Cumberland Councillors

5. Planning Matters

5.1 To Resolve to Ratify Response Submitted Before the Meeting:

24/0526 Beck Farm, Crosby on Eden, Carlisle, CA6 4QN - Erection Of 5no. Self/Custom-Build Dwellings

5.2 To Consider New Applications:

25/0047 Rose Cottage, Crosby Moor, Crosby on Eden, Carlisle, CA6 4QX - Variation of Condition 2 (Approved Documents) of Previously Approved Application 23/0501 (Demolition of Existing Dwelling; Erection of 1no. Replacement Dwelling With Detached Garage) to Increase The Height of The Garage by 1m.

5.3 To Receive Permission Notices

25/0008 9 Whiteclosegate, Carlisle, CA3 0JA - Erection Of Single Story Rear Extension To Provide Additional Living Accommodation; First Floor Side Extension To Provide Bathroom; Installation Of 1no. Dormer To Rear Elevation To Facilitate Loft Conversion

5.4 To Receive Updates regarding Ongoing Planning Issues:

23/0347 Land at Brunstock Lane, Houghton, Carlisle - Residential Development Consisting Of 163no. Dwellings & Associated Infrastructure

6. Village Matters

6.1 Drainage, Houghton

To receive the recommendation of the Finance/Risk working group regarding an update on drainage issues in Houghton – [report attached](#)

6.2 Drainage, Brunstock

To consider a quotation received for the works in Brunstock

6.2 Brunstock Common Land

To consider a request to remove the restriction on dogs on leads

6.3 Benches

To note the receipt of £1,000 towards the above; to consider locations for the siting of two new benches and to authorise the expenditure required for purchase

6.4 Linstock Play Area

To note the award of a £15,000 grant towards the above and authorise the expenditure for commencement of works

7. Administrative Matters

7.1 LSE/NALC Emergency Planning Survey

To consider the Council response

7.2 Devolution Priority Programme (DPP) Government consultation

To consider the Council response

7.3 Risk Assessment

To consider the Finance/Risk Group recommendation to approve the updated register – [documentation attached](#)

7.4 Financial Procedures

To consider approval of the Finance/Risk group recommendation to approve the updated procedures as attached including the approval of the shared documents SR0424 to SR 0325 as the correct and definitive payments as agreed in the current Council year correcting any typographical errors in previously issued minutes

7.5 Emergency Plan

To consider an update to the draft plan – [previously circulated](#)

7.6 Summer Play Scheme

To consider the provision of up to 6 summer play days at Houghton and Crosby

8. Clerk's Report

To receive a verbal report detailing updates from the last meeting

9. Highways

9.1 Traffic Detection Unit Data, Linstock

To receive a verbal report

10. Finance Matters

10.1 Payments

To consider the authorisation of payments as detailed in document SR0325

10.2 Receipts

To note the receipt of £1000.00 from Cumberland Council (grant payment)

10.2 Bank Reconciliation

To note the bank reconciliation to 28th February 2025 as detailed in document SR0325

10.3 Review of Internal Audit Arrangements

To consider the Finance/Risk Group recommendation to approve the current arrangements – [documentation attached](#)

10.4 Fidelity Insurance Guarantee

To consider a review of the above, prior to the receipt of the precept in April

10.5 Asset Register

To consider the Finance/Risk Group recommendation to approve the updated asset register – [attached](#)

11. Councillor Matters

An opportunity for Councillors to raise issues on behalf of residents in their ward.

Note: no decisions can be made on these matters, but the Clerk may make investigations and/or they may be placed on a future agenda of the Council.

12. Date of Next Meeting

To resolve that the next meeting of the Parish Council be held on Wednesday 9th April at 7.30pm in Houghton Village Hall. *Agenda items must be submitted to the Clerk by 31st March 2025*

STANWIX RURAL PARISH COUNCIL

Minutes of a Meeting held on Wednesday 12th February at 7.30pm in Houghton Village Hall

PRESENT

The Chairman Cllr C Nicholson, Cllrs A Bell, B Bell, P Nedved, A Robinson, and N Watson.

IN ATTENDANCE

Cumberland Cllrs J Mallinson and B Wernham. One member of the public. The Clerk, S Kyle.

SR 513/02/25 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs C Savory, D Small, and E Leitch. Apologies were also noted from Cumberland Cllr H Davison.

SR 514/02/25 MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 10 DECEMBER 2024

Resolved to authorise the Chairman to sign, as a true and accurate record, the minutes of the last meeting of the Parish Council. Thanks were offered to Cllr Robinson for taking the notes in the Clerk's absence.

SR 515/02/25 REQUESTS FOR DISPENSATIONS AND DECLARATIONS OF INTEREST

Cllr Nicholson declared an interest in planning application 25/0008. No dispensation requests were received.

SR 516/02/25 PUBLIC PARTICIPATION

516.1 Members of the Public

No comments were received.

516.2 Cumberland Cllrs

Cumberland Cllr J Mallinson informed members that a recent application for 3 new benches had been approved. He also reported that the Council budget setting was underway and noted concerns in the Highways department, with approximately 100 employee vacancies.

Cumberland Cllr B Wernham updated Cllrs regarding proposals to parish the remaining areas of Carlisle, which had not been approved. He also noted the arrangements for the new panel meetings and the lack of transparency without streamed Council meetings.

SR 517/02/25 PLANNING MATTERS

517.1 Resolved to Ratify Responses Submitted Prior to the Meeting:

25/0008 9 Whiteclosegate, Carlisle, CA3 0JA - Erection Of Single Storey Rear Extension To Provide Additional Living Accommodation; First Floor Side Extension To Provide Bathroom; Installation Of 1no. Dormer To Rear Elevation To Facilitate Loft Conversion

517.2 To Consider New Applications Received:

25/0031 - 104 Tribune Drive, Houghton, Carlisle, CA3 0LF - Demolition of Garage; Erection of Single Storey Rear and Side Extension to Provide Additional Living Accommodation

Resolved that the application be determined in accordance with local and national planning policy and guidance.

517.3 To Receive Updates regarding Ongoing Planning Issues:

23/0347 Land at Brunstock Lane, Houghton, Carlisle - Residential Development Consisting Of 163no. Dwellings & Associated Infrastructure

Members were informed that the application is still ongoing, with an expectation that it will not go to Committee prior to May or June at the earliest.

SR 518/02/25 Village matters.

518.1 Houghton in Bloom

Consideration was given to the provision of support to the above for the planting season in 2025.

Resolved that the group will be paid a nominated sum from the maintenance budget. The arrangement will be reviewed after 12 months for suitability. If the group are unable to fulfil the arrangements, any unspent funds must be returned to the Council.

518.2 Drainage

Cllrs were updated with regards to ongoing drainage matters in the parish. First, regarding Brunstock, a schematic plan of a potential drainage solution was circulated. Costs are not yet known therefore the matter will be considered at a future meeting.

Regarding Houghton, a new manhole had been installed to allow for exploratory works to be conducted revealing that the drainage pipe has been broken, in part due to roots from the willow tree on the Riverside land. Riverside have been contacted to discuss any actions necessary. Follow-up jetting had consequently taken place along with a camera survey. The results of the survey and any further action required by the Council will be considered once the report is received.

Furthermore, concerns were raised regarding the drainage outside Houghton Village Hall, noting again that two willow trees were in the immediate proximity of the pipes. Consideration is therefore to be given to the removal of the tree outside the Hall in the first instance.

Resolved to consider further works necessary at a future meeting and to seek quotations for the removal of the required trees.

518.3 Cold Callers

A report of an increase in nuisance cold callers had been received from a concerned resident in Houghton.

Resolved that the matter be referred to Cumberland Council for their advice via Cllrs Mallinson and Wernham.

518.4 Noticeboard

The public noticeboard on Houghton Village Green had blown down in Storm Éowyn. Members were asked to consider whether the board should be replaced with a new complimentary board to the recently installed Council version. Alternatively, repairs to the board could potentially be made.

Resolved to seek quotations for the repair of the board and legs.

518.5 Cumberland Ward Boundary Consultation

Resolved to submit the Parish Council response which had been circulated prior to the meeting.

518.6 Houghton Village Green Boulders

An offer to donate trees if the boulders on Houghton Village Green were removed was considered. Concerns regarding the cost of moving the boulders was raised and it was noted that funds would need to be made available, following a review in April after the publication of the annual accounts.

Resolved to accept the proposal after a budgetary review enables the release of sufficient funds, under the following terms:

- The trees must be as specified (i.e., flagpole cherry) or an alternative non-shedding native variety.
- The trees must be planted in accordance with recommended guidelines and be provided with a tree collar/guard to protect against strimmer damage and wildlife.
- The trees must be donated to the Parish Council for ongoing upkeep and maintenance. Once planted, the Council will assume own ownership and be responsible entirely for them.

519/02/25 Clerk's Report

In addition to the items on the agenda proper, the following points were noted:

Linstock Track Resurfacing

Quotations are still being sought for the works.

Bus Shelter Noticeboard Relocation

This matter remains outstanding whilst waiting for a response from Cumberland Council.

Replacement Street Furniture

The bench in Linstock is expected to be installed by the end of February.

Traffic Data, Linstock

This data has now been received and will be brought forward to the March meeting for discussion.

Tarraby Bench

A replacement bench is expected to be installed via Top Notch contractors soon.

SR 520/02/25 HIGHWAYS MATTERS

520.1 Vehicle concerns

Concerns had been previously raised regarding vehicles damaging the roadside verges in Houghton and Linstock. The matters have been referred to Highways for their attention.

Concerns have also been raised regarding vehicles parking in the vicinity of the newly opened café in Houghton. The matter has been referred to the Police following confirmation from Highways that it was not within their remit.

SR 521/02/25 FINANCE MATTERS

521.1 Payments

Resolved to authorise the payment of invoices below:

Sarah Kyle	February Salary	£ 1,340.21
HMRC PAYE	February	£ 176.25
NEST	Pension February	£ 99.70
A Kyle	February Salary	£ 249.00
Unity Bank	Monthly charge	£ 6.00
Cluaran	Grass cutting	£ 1,053.00
Rod Hind Drainage	Brunstock drainage	£ 876.00
Rod Hind Drainage	Houghton drainage	£ 2,598.60
Cluaran	Grass cutting	£ 864.00
		£ 7,262.76

521.2 Bank Reconciliation

Resolved to note the bank reconciliation on 31st January 2025:

Balance at 01.04.2024	£ 54,817.42
Receipts to 31.01.25	<u>£ 51,591.69</u>
	£ 106,409.11
Expenditure to 31.01.25	<u>£ 44,400.56</u>
Cash book balance 31.01.25	<u>£ 62,008.55</u>

SR 521/02/25 COUNCILLOR MATTERS

No matters were raised.

SR 522/02/25 DATE OF NEXT MEETING

Resolved that the next meeting of the Parish Council be held on Wednesday 12th March at 7.30pm in Houghton Village Hall. Agenda items must be submitted by 3 March 2025.

Exclusion of Press & Public - Part B Item

The following item is considered confidential and the exclusion of members of the public or press as permitted under the Local Government Act 1972 is necessary.

Cumberland Cllrs J Mallinson, B Wernham, 1 member of the public and the Clerk left the room.

12. Review of Staffing Requirements

Consideration was given to a proposal to amend the staffing arrangements, initially for a 12-month period commencing 1st March 2025. The proposal will bring cost savings of approximately £4,500 per annum to the Council.

Resolved that from 1st March 2025:

- The Clerk/RFO will reduce their working hours to 28 per month (a decrease of 50 hours per month);
- The Admin Assistant will be regraded as Assistant Clerk and increase their working hours to 50 per month (an increase of 30 hours per month).

The proposal will be reviewed each quarter to ensure that the Council continues to receive a high level of service.

There being no further business, the meeting was closed by the Chairman at xxx.

REPORT TO COUNCIL

Report of: Finance/Risk Working Group
Date of Meeting: 12 March 2025
Subject: Drainage, Houghton Village Green

The Andidrain Survey Report of 12/2/2025, including video recording, was examined and discussed by the Finance/Risk Working Group. Attention was given to the location and cause of the blockage described at page 3 of the Andidrain report (attached).

The report highlights defective repairs, pipe separation and root ingress beneath the drive of No 1 The Green (detailed in the Appendix). The blockage causes saturation and waterlogging of the Village Green, immediately to the west of the householders drive, resulting in damage to the surface.

Consideration was also given to other developing instances of root ingress, downstream of the blockage, originating from the nearby willow on the property owned by Riverside.

The Working Group considered that as the blockage results from defective repairs beneath a drive of a property, it should properly be viewed as an issue to be addressed by the householder. Further, as the Parish Council may not expend public finance on private property, it is unable to open a trench on the drive or re-instate the surface. A compromise must therefore be sought to remedy the situation for all affected.

Recommendations:

A. Regarding the blockage at No 1 The Green:

In order to protect The Green from further damage the Parish Council should offer the following compromise.

- Engage R Hind Drainage to open a trench between 1 and 2 The Green in order to examine and or renew that section of the drain and, if thought advisable, install a rodding eye.
- At the same time, invite the householder to arrange for a trench to be opened in the drive to expose the blocked pipe.
- As a goodwill gesture, and without any acceptance of future liability or responsibility of any kind, the Parish Council would then extend the pipe renewal beneath the drive of No 1 The Green to remove the blocked section.
- When renewal is completed the Parish Council would close the trench on The Green while the householder would be responsible for closing the trench in the drive and reinstatement of the surface of the drive.

B. Willow on Riverside property: Several efforts to contact Riverside have failed to elicit a response. A visit to the local office will therefore be made.

Action:

The Council is asked to consider approval of the above recommendations detailed in A and B.

REPORT TO COUNCIL

Date of Meeting 12 March 2025
Title: Refinements to Payment Reporting Process
Report of: Clerk and Finance/Risk Working Group

SUMMARY:

This report presents proposed refinements to the payment reporting process in response to typographical inconsistencies identified in previous minutes. The suggested adjustments aim to enhance accuracy, improve efficiency, and harmonise with the practice of comparable councils. Additionally, this report documents the corrections for reference in the March 2025 minutes.

REPORT:

A review of the current payment reporting process highlights opportunities for improvement in several key areas:

1. Reinstating the Signing of Payment Schedules:

In accordance with updated financial regulation 7.10, payment schedules should be signed by two authorised members. While this practice was previously in place, it was temporarily paused due to the shift to virtual meetings during the COVID-19 period. Moving forward, reinstating this procedure will ensure compliance. Additionally, future adjustments to banking arrangements will be considered in the next Council year.

2. Ensuring Confidentiality in Salary Reporting:

In accordance with financial regulations 6.4 and 11.6, individual salaries and other confidential payments do not require public disclosure. These payments will continue to be recorded internally but will not be itemised in the payment schedule or minutes, maintaining consistency with best practice.

3. Optimising Payment Schedule Reporting:

The current practice of including the full payment schedule in the minutes is administratively redundant and introduces unnecessary potential for human error. A review of procedures followed by comparable councils, including Brampton PC and Wetheral PC, suggests that a more effective approach would be to maintain a publicly accessible folder on the Council's website. This would serve as the central repository for payment records, providing an easily accessible single point of reference while reducing the risk of transcription errors.

4. Addressing Minor Typographical Discrepancies:

A review has identified two minor typographical inconsistencies in previous minutes:

- The December 2024 payment to Lakeland Landscapes contained an error.
- The October minutes inadvertently included a duplicate of the September payment schedule.

Payment schedules have now been uploaded to the website to ensure accuracy and transparency as document references SR0424 to SR0325. These documents provide the definitive record of payments for the 2024/25 financial year.

ACTION:

The Council is asked to consider the Finance and Risk Recommendation to **resolve:**

- To reinstate the requirement for two authorised members to sign the payment schedule.
- To approve the removal of individual salary and associated confidential payments from public records in accordance with financial regulations.
- To authorise the use of a dedicated public folder for payment schedules, with references recorded in the minutes.
- To formally accept the erratum notification and acknowledge documents SR0424 through to SR0325 as the accurate financial record for 2024/25.

STANWIX RURAL PARISH COUNCIL RISK ASSESSMENT 2024/25									
Bus Shelters & Seating									
<u>Risk Level</u>	<u>Hazard</u>	<u>Control</u>	<u>Resolution</u>	<u>Further Action Required</u>	<u>Action by</u>	<u>Date</u>	<u>Previous Risk Level</u>	<u>Recommended Risk level Current Year</u>	
Medium	Provision of adequate insurance cover.	Ensure all risks are reviewed annually.	Insurance review to be undertaken annually - prior to policy renewal.	Insurance review undertaken May 2024. Asset register to be reviewed March 2025	Clerk	08/03/2025	Medium	Medium	
Medium	General wear and tear leading to fabric deterioration	Monitor sites	Annual asset inspection.	Asset register to be reviewed March 2025	Clerk	08/03/2025	Medium	Medium	
Low	Vandalism	Arrange regular monitoring of sites	Clerk to inspect periodically when don't notice boards	Ongoing	Clerk	Ongoing	Low	Low	
Medium	Provision of inadequate standards of seating	Carry out inspection and maintenance of seating	Inspect condition of and note on maps locations of seats. Also include on asset register.	Included in asset review	Clerk/Risk Group	01/03/2025	Medium	Medium	
Code of Conduct									
<u>Risk Level</u>	<u>Hazard</u>	<u>Control</u>	<u>Resolution</u>	<u>Further Action Required</u>	<u>Action by</u>	<u>Date</u>	<u>Previous Risk Level</u>	<u>Recommended Risk level Current Year</u>	
Medium	Failure to maintain /update register of interests/gifts	Ensure all council members are aware of their statutory responsibilities. Maintain appropriate registers.	Agenda item every April - advising Cllrs of requirement to disclose.	As resolution.	Clerk	01/04/2024	Medium	Medium	
High	Failure to declare an interest when appropriate	Ensure all council members are aware of their statutory responsibilities.	Cllrs to be reminded at meeting to leave room if appropriate	Chairman and Clerk to undertake appropriate training if offered	Chair/Clerk	If offered	High	High	
Commons & Common Pastures									
<u>Risk Level</u>	<u>Hazard</u>	<u>Control</u>	<u>Resolution</u>	<u>Further Action Required</u>	<u>Action by</u>	<u>Date</u>	<u>Previous Risk Level</u>	<u>Recommended Risk level Current Year</u>	
Medium	Provision of adequate insurance cover	Carry out annual review to ensure appropriate insurance cover held	Public liability cover to be held for £10 million.	Reviewed annually at audit time	Risk Group	01/05/2024	Medium	Medium	
Medium	Grass cutting	Ensure subject to tender bids, enforce conditions of contract and inspect contractors documentation.	Ensure all necessary documentation held	To be reviewed summer 2024 in anticipation of needing to re-tender as per contract requirements	Clerk		Medium	Medium	
Medium	Dog Fouling	Lobby relevant authority to ensure appropriate signage in place, bins are provided and dog fouling laws enforced	Work with dog enforcement teams	Asset inspection February 2024 to check adequacy	Clerk	08/03/2024	Medium	Medium	
Low	Inadequate maintenance of footpaths and bridle paths	Define responsibility for areas and who responsible for maintenance.	Determine who responsible for each footpath.	Maintain working relationship with Footpaths officer and report issues when known	Clerk	ongoing	Low	Low	
High	Poor Drainage	Define responsibility for drainage and provide for PC assets emergency work and periodic inspection.	Clerk to determine which areas we own	Ongoing.	Clerk	ongoing	High	High	
Medium	Inadequate maintenance of trees & hedges	Ensure contracts in place for maintenance work and urgent repairs are in place		Tree inspection undertaken Feb 2022, valid for 3 years.	Clerk	01/12/2024	Medium	High	
Computing									
<u>Risk Level</u>	<u>Hazard</u>	<u>Control</u>	<u>Resolution</u>	<u>Further Action Required</u>	<u>Action by</u>	<u>Date</u>	<u>Previous Risk Level</u>	<u>Recommended Risk level Current Year</u>	Page 1
Low	Loss arising from theft/misappropriation	Allocate responsibility for security of equipment.	Office Equipment included as standard cover on Came & Company Insurance Policy.	Reviewed at insurance renewal April 22	Clerk	01/04/2024	Low	Low	
High	Crash of IT System	Ensure regular back-up of data & maintenance of equipment. Maintain effective anti-virus software.	External disc drives and anti-virus software purchased.	Documents stored in "the cloud" and virus software installed by computer annually	Clerk	01/04/2024	High	High	
Low	Hacking of website	Ensure controls are in place to protect website	Confirm cyber insurance for the Council	Confirmed Council is covered for cyber attacks under current policy.	Clerk	ongoing	Low	Low	
Low	Personal Injury	Ensure controls are in place to minimise risk of injury to officers.	Undertake risk assessment of working conditions and PAT electrical testing undertaken	PAT testing to be undertaken as priority due to lapse over COVID	Clerk	31/03/2025	Low	Medium	
Medium	Breakdown of IT system	Ensure budget in place for necessary repairs/replacement	Allocate budget for maintenance and plan for future renewal	Deferred budget allocation to 2024 -25	Finance/Risk	30/03/2025	Low	low	
Council Property & Documents									
<u>Risk Level</u>	<u>Hazard</u>	<u>Control</u>	<u>Resolution</u>	<u>Further Action Required</u>	<u>Action by</u>	<u>Date</u>	<u>Previous Risk Level</u>	<u>Recommended Risk level Current Year</u>	

Medium	Loss of Assets	Maintain adequate Asset Register and ensure appropriate insurance cover is held.	Maintain Asset Register and ensure new additions are incorporated onto register and insurance cover.	Review by council in March 2025	Clerk	08/03/2025	Medium	Medium
Provision of Office Accommodation								
<u>Risk Level</u>	<u>Hazard</u>	<u>Control</u>	<u>Resolution</u>	<u>Further Action Required</u>	<u>Action by</u>	<u>Date</u>	<u>Previous Risk Level</u>	<u>Recommended Risk level Current Year</u>
Low	Defective Electrical Equipment/Machinery	Arrange regular inspection of equipment and maintenance contracts in place	Arrange periodic inspection of equipment (PAT)	See IT above	Clerk	ongoing	Low	Low
Low	Inadequate Office Space	Ensure adequate office space provision for Clerk	Confirm Home Office Size and Layout	Clerk confirmed	Clerk	achieved	Low	Low
Provision of Website/Internet Access								
<u>Risk Level</u>	<u>Hazard</u>	<u>Control</u>	<u>Resolution</u>	<u>Further Action Required</u>	<u>Action by</u>	<u>Date</u>	<u>Identified Risk level</u>	<u>Recommended Risk level Current Year</u>
High	Virus Control	Purchase of anti-virus package	Package purchased	Continue subscription	Clerk	01/11/2024	High	Low
Employment of Staff								
<u>Risk Level</u>	<u>Hazard</u>	<u>Control</u>	<u>Resolution</u>	<u>Further Action Required</u>	<u>Action by</u>	<u>Date</u>	<u>Previous Risk Level</u>	<u>Recommended Risk level Current Year</u>
Low	Failure to comply with employment law	Issue contracts of employment to all employees & review annually.	Contract issued to Clerk as of TBC	Updated contracts reviewed. Annual review necessary	Clerk	31/03/2025	Low	Low
Medium	Loss of key staff	Ensure procedures for key functions are documented	Implement documented procedures	Ongoing	Clerk	Ongoing	Medium	Medium
Low	Inability to retain staff	Regular Staff appraisals and complete exit questionnaire	Staff appraisal scheme to be implemented.	Annual appraisal due October 2025	Chair	01/10/2025	Low	Low
Low	Use of own Vehicle for Council Business	Is Employees car insured for business use?	Insured for Business use; costs borne by Clerk (included in mileage rate payment)	Confirm annually	Clerk	01/04/2024	Low	Low
Low	Inability of Clerk to display posters on boards due to ill health	Provide alternative means of having posters displayed in required date timescales	Purchase spare keys for designated councillors in case of emergency	Purchase new spare keys for new locks and distribute to clirs	Clerk	Ongoing	Low	Low
Land								
<u>Risk Level</u>	<u>Hazard</u>	<u>Control</u>	<u>Resolution</u>	<u>Further Action Required</u>	<u>Action by</u>	<u>Date</u>	<u>Previous Risk Level</u>	<u>Recommended Risk level Current Year</u>
Medium	Maintenance of land including grass cutting	Ensure service contracts signed. Maintain records of inspection to insure contract conditions have been met.	Ensure contracts signed and necessary documentation copies held on file.	Review at contract renewal	Clerk	31/10/2024	Medium	Medium
Medium	Public/Personal Injury	Ensure all risks to public are minimised. Ensure the council holds adequate insurance cover.	SRPC holds £10 million public liability insurance. Clerk to confirm annually with grass contractor.	Review needed annually.	Clerk	01/04/2024	Medium	Medium
Low	Inadequate maintenance of records	To ensure that proper records of all complaints/injuries are maintained.	Accident book purchased Aug 08	Maintain accident register	Clerk	Ongoing	Low	Low
Low	Bonfires & Firework Displays	Policy to underline a ban on bonfires and fireworks to be considered	Policy to underline a ban on bonfires and fireworks to be considered	Policy to be written	Clerk	01/08/2025	Low	Low
Village Signs								
<u>Risk Level</u>	<u>Hazard</u>	<u>Control</u>	<u>Resolution</u>	<u>Further Action Required</u>	<u>Action by</u>	<u>Date</u>	<u>Previous Risk Level</u>	<u>Recommended Risk level Current Year</u>
Low	Identification of signs belonging to SRPC	Determine location of signs and include on Asset Register	All signs to be included on Asset Register.	Included in asset review	Clerk	01/03/2025	Low	Low
Play Areas & Equipment								
<u>Risk Level</u>	<u>Hazard</u>	<u>Control</u>	<u>Resolution</u>	<u>Further Action Required</u>	<u>Action by</u>	<u>Date</u>	<u>Previous Risk Level</u>	<u>Recommended Risk level Current Year</u>
High	Danger to users from inadequately maintained equipment	Carry out regular safety & maintenance inspections.	Play Inspection Company quarterly inspection undertaken.	Fortnightly inspections of Linstock and Crosby Play Area to continue.	Clerk/Chair	Ongoing	High	High
High	Goal posts inadequately maintained - incl. Houghton site.	Carry out regular safety & maintenance inspections.	Play Inspection Company quarterly inspection undertaken of Crosby and Linstock but Houghton remains uncovered.	Quarterly inspections undertaken at Houghton	Play Inspection Company	Ongoing	High	High

High	BMX Track	Maintain track to required standard	Consider difficulty in sourcing contractor to maintain surfacing.	Continue search for repair company	Clerk/Chair	Ongoing	High	High
Risk Assessment								
<u>Risk Level</u>	<u>Hazard</u>	<u>Control</u>	<u>Resolution</u>	<u>Further Action Required</u>	<u>Action by</u>	<u>Date</u>	<u>Previous Risk Level</u>	<u>Recommended Risk level Current Year</u>
High	Risk Assessment not undertaken by Clerk	Council to prepare a Risk Assessment and review it annually.	Annual Risk assessment to be undertaken.	Agenda item by March 2025 meeting.	Clerk	30/09/2024	Medium	Medium
Medium								
Financial Procedures								
<u>Risk Level</u>	<u>Hazard</u>	<u>Control</u>	<u>Resolution</u>	<u>Further Action Required</u>	<u>Action by</u>	<u>Date</u>	<u>Previous Risk Level</u>	<u>Recommended Risk level Current Year</u>
High	Full Financial Risk Assessment not undertaken for audit purposes	Council to prepare financial risk assessment and review in annually	Annual stand-alone financial risk assessment to be undertaken	Agenda item by March 2025 meeting.	Clerk	01/03/2025	High	High
Council Members								
<u>Risk Level</u>	<u>Hazard</u>	<u>Control</u>	<u>Resolution</u>	<u>Further Action Required</u>	<u>Action by</u>	<u>Date</u>	<u>Previous Risk Level</u>	<u>Recommended Risk level Current Year</u>
High	Insufficient Council members to function legally	Council to actively recruit new volunteers and to ensure Councillors respect the legal summons to attend meetings when called	Recruitment for new councillors to be undertaken as part of Community Plan working arrangements	As control. Diary of meetings to be repeated throughout year.	Clerk	ongoing	High	High
Public Buildings and Village Halls								
<u>Risk Level</u>	<u>Hazard</u>	<u>Control</u>	<u>Resolution</u>	<u>Further Action Required</u>	<u>Action by</u>	<u>Date</u>	<u>Previous Risk Level</u>	<u>Recommended Risk level Current Year</u>
Low	Inadequate representation on management committee	Arrange appointment of council representative on Hall Committee.	To maintain representation on village hall committee	To be done at Annual Meeting in May	Clerk	ongoing	Low	Low
Medium	Collapse of Village Hall Committee leading to responsibility passing to Parish Council	Assist Houghton Village Hall to transfer trusteeship to Charity Commission	Provide assistance in accordance with control	As resolution	Clerk	ongoing	Low	Low
National Emergencies								
<u>Risk Level</u>	<u>Hazard</u>	<u>Control</u>	<u>Resolution</u>	<u>Further Action Required</u>	<u>Action by</u>	<u>Date</u>	<u>Previous Risk Level</u>	<u>Recommended Risk level Current Year</u>
High	undefined	follow national guidelines and advice	as Control	implement actions as directed by national guidance and advice	Clerk	ongoing	Low	Low

Document SR0325 Payment Schedule March 2025

Payee	Details	Amount
Salaries/Pensions/PAYE/NI x 2 employees	March	£ 1,344.62
Sarah Kyle	Reimbursements	£ 33.00
Houghton village hall	Rental	£ 16.00
Google play	Subscription	£ 19.99
Equiphase	Website	£ 66.00
Adobe Subs	Subscription	£ 238.46
Unity Bank	Monthly Charge	£ 6.00
		<u>£ 1,724.07</u>
Bank Reconciliation		
Cash Book	Balance at 01.04.2024	£ 54,817.42
	Receipts to 28.02.25	<u>£ 52,591.69</u>
		<u>£ 107,409.11</u>
	Expenditure to 28.02.25	<u>£ 50,805.32</u>
	Cash book balance 28.02.25	<u>£ 56,603.79</u>
Represented by:	Current A/C (Unity)	£ 1,843.38
	Savings A/C (Unity)	<u>£ 53,755.26</u>
	Balance at bank 28.02.25	<u>£ 55,598.64</u>
	plus cheques still to be deposited	£ 1,005.15
	less payments still to be made	£ -
		<u>£ 56,603.79</u>

Councillor 1 Signature:

Councillor 2 Signature:

REPORT TO COUNCIL

Date of Meeting: 12 March 2025
Title: REVIEW OF INTERNAL AUDIT ARRANGEMENTS 2024/45
Report of: CLERK

SUMMARY:

This is to consider the effectiveness of our internal audit arrangements for the financial year 2024/25 and to consider the re-appointment of the internal auditor.

REPORT:

The Council is required to review its internal audit arrangements each financial year. This is a requirement of the Local Audit and Accountability Act 2014 and our adopted Financial Regulations. The Council must consider its current arrangements and authorise amendments to its procedures.

a) Internal Audit Plan (Appendix 1)

These are the current terms of reference that the internal auditor undertakes on behalf of the Council, preceded by an overall framework for the internal audit arrangements. The Council needs to decide if the plan/checks currently in place are sufficient and, if so, agree on the plan for the financial year 2024/25. The plan, if agreed upon, will stay in place until further review takes place in approximately March 2026.

b) Statement Regarding the Effectiveness of the Council's Internal Audit

The Council is requested to confirm that they wish to re-appoint the Internal Auditor, Mr Robert Gordon, with immediate effect. If so, that the Council resolves for the Chairman to sign the Statement Regarding the Effectiveness of the Councils Internal Audit (Appendix 2).

c) Internal Audit Review Checklist (Appendix 3)

The Council also needs to consider five standards expected of our internal audit as well as the characteristics of that effectiveness. These are outlined in Appendix 3.

ACTION:

The Council is requested to determine if they wish to:

- Approve the Internal Audit Plan/Terms of Reference for the financial year 2024/25.
- Authorise the Chairman to sign the statement regarding the Effectiveness of the Council's Internal Audit.
- Authorise the Chairman to sign the Internal Audit Review Checklist.
- Re-appoint Mr R Gordon as the Council's internal auditor immediately and until further review.

The Council are also asked to confirm that the arrangements will continue into 2025/26 until a further review is carried out.

ANNUAL INTERNAL AUDIT – Stanwix Rural Parish Council Y/E 31.3.2025

SUBJECT	TEST	SATISFACTORY?	NOTES	REPLY
<p align="center">Standing Orders</p>	<p>1. Has the Council Committee formally adopted standing orders and financial regulations?</p> <p>2. Have levels of delegation been correctly authorised?</p> <p>3. Have items or services above a deminimis amount been competitively purchased?</p>			
<p align="center">Risk management arrangements</p>	<p>1. Do the minutes record the Council carrying out annual risk assessments?</p> <p>2. Are financial controls documented and regularly reviewed?</p>			
<p align="center">Income controls</p>	<p>1. Does the precept recorded in the cash-book agree with Cumberland Council's notification?</p>			
<p align="center">Budgetary Controls</p>	<p>1. Has the Council prepared an annual budget in support of its plans?</p>			
<p align="center">Payroll Controls</p>	<p>1. Do salaries paid agree with those approved by the Council?</p> <p>2. Are other payments to the Clerk reasonable and approved by the Council?</p> <p>3. Has PAYE/NIC been properly operated by the Council?</p> <p>4. Have the correct pension contributions been applied?</p>			

Assets Control	<ol style="list-style-type: none"> 1. Are the Assets/Property Registers up to date? 2. Is insurance cover appropriate and adequate? 3. Are regular checks undertaken? 			
Year End Procedures	<ol style="list-style-type: none"> 1. Are year-end accounts prepared on the correct accounting basis? 2. Do accounts agree with the cash book? 3. Is there an audit trail from underlying financial records? 			
Bookkeeping	<ol style="list-style-type: none"> 1. Is the cash book maintained & up to date? 2. Is the cash book arithmetically correct? 3. Is the cash book regularly balanced? 4. Are receipts & invoices easily identified in cash book? 5. Are there vouchers for all transactions? 			
Payment Controls	<ol style="list-style-type: none"> 1. Are payments in the cash book supported by invoices, authorisation (person or minutes)? 2. Is s137 expenditure separately recorded and within statutory limits? 			
Website	<ol style="list-style-type: none"> 1. The Council publishes information on a free to access website in accordance with any transparency regulations? 			
Public Notice	<ol style="list-style-type: none"> 1. Does a copy of the Public Notice clearly identify the statutory 30 working day period for public inspection? 			

	2.Are the relevant dates minuted at the same time as the AGAR?			
Risk Management Arrangements	1. Does a scan of the minutes identify any unusual financial activity?			
Statement of Account	1. Is a regular statement of account presented to the Council?			
Budgetary Controls	1. Is actual expenditure against the budget regularly reported to the Council? 2. Are there any significant variances from the budget? Have these been explained?			
Income Controls	1. Is income properly recorded and banked?			
Bank Reconciliation	1. Is bank reconciliation carried out regularly on the receipt of statements? 2. Are there any unexplained balancing entries in any reconciliation?			

Date.....

Report by.....Internal auditor

.....(signature)

Date.....

Replies approved by.....Council member

.....(signature)

STANWIX RURAL PARISH COUNCIL

**STATEMENT REGARDING THE EFFECTIVENESS OF THE COUNCIL'S
INTERNAL AUDIT**

Stanwix Rural Parish Council is confident that its Internal Auditor, Mr R Gordon, is a competent person, independent of the Council, to review its financial controls and procedures and to give an objective view on the controls put in place by the Clerk/Responsible Financial Officer and approved by the Council.

The Internal Auditor is a registered accountant, an ex-Parish Councillor and is briefed with Account and Audit Regulations 2015 and any amendments.

During the year the Council has responded to observations made by the Internal Auditor to further ensure compliance with the regulations.

Signed: _____
Cllr C Nicholson, Chairman

Date: _____

Stanwix Rural Parish Council Internal Audit Review Checklist 2024/25

Expected Standard	Evidence of Achievement	Yes/ No	Areas for Development
1. Scope of internal audit	Terms of reference for internal audit were reapproved by full council in March 2025 and remain on-going	Yes	
	Internal audit work takes into account both the councils risk assessment and wider internal control arrangements.	Yes	
	Internal audit work covers the council's anti-fraud and corruption arrangements.	Yes	
2. Independence	Internal audit has direct access to those charged with governance (see financial regulations).		
	Reports are made in own name to management.	Yes	
	Internal audit does not have any other role within the Council.		
3. Competence	There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity.	Yes	
4. Relationships	All responsible officers (Clerk/RFO) are consulted on the internal audit plan.		
	Respective responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters (job descriptions and engagement letter).	Yes	
	The responsibilities of council members are understood; training of members is carried out if necessary		Encourage attendance at planned training
5. Audit planning and reporting	The annual internal audit plan properly takes account of all the risks facing the council and has been approved by the Council March 2025.	Yes	
	Internal audit has reported in accordance with the plan on a regular basis.		

Characteristics of 'effectiveness'	Evidence of Achievement	Yes/No	Areas for Development
Internal audit work is planned	Planned internal audit work is based on risk assessment and designed to meet the Council's needs.	Yes	
Understanding the whole organisation, its needs and objectives	The annual audit plan demonstrates how audit work will provide assurance for the council's Annual Governance Statement.	Yes	
Be seen as a catalyst for change	Internal audit supports the council's work in delivering improved services to the community.	Yes	
Add value and assist the organisation in achieving its objectives.	The council makes positive responses to internal audit's recommendations and follow up with action where this is called for.	Yes	
Be forward looking	In formulating the annual audit plan, national agenda changes are considered. Internal audit maintains awareness of new developments in the Councils services, risk management and corporate governance arrangements.	Yes	
Be challenging	Internal audit focuses on the risks facing the council. Internal audit encourages managers/members to develop their own responses to risks, rather than relying solely on audit recommendations.	Yes	
Ensure the right resources are available	Adequate resource is made available for internal audit to complete its work. Internal audit understands the council and the legal and corporate framework in which it operates.	Yes	

Signed:..... Chairman, Stanwix Rural Parish Council 12 March 2025

Location	Description	Identification Ref.	Date Acquired	Acquired Value	Current Value	Disposal (Date & Value)	Notes
LAND							
Houghton	Village Green	VG 13 – 01/09/67		£	1.00		1.01 Hectares
Park Broom	The Green	VG11 – 29/01/82		£	1.00		0.17 Hectares
Brunstock	Common Land	CL53 – 19/12/79		£	1.00		1.4 Hectares
Crosby	Bus Shelter Site		09/06/1972	£1	£ 1.00		6ft x 12 ft
Crosby	Playing Field	CU87992	06/09/1992	Gifted	£ 1.00		1.5 Hectares
Tarraby	Common Land	CL54 – 19/12/79	08/03/71	Gifted	£ 1.00		0.1 Hectares
Linstock*	Rented Village Green	(Rental documents)	TBC	N/a			
				TOTAL	£	-	

PROPERTY- COMMUNITY

Linstock	4 x Benches			£	2,000.00	£	1,500.00	01/08/2024 1 disposal
	3 x Picnic Benches		04/01/2010		£1,400	£	1,400.00	
	1 x Closed Notice Board		03/01/2008		£280	£	280.00	
	1 new open board		13/06/2018	£	200.00	£	200.00	
	2 x Goalposts & Nets					£	900.00	
	Replacement Nets		30/07/15	£	39.00	£	39.00	
	1 x Bus Shelter		10/01/2007		£6,000	£	6,000.00	
	1 x Litter Bin (common)		08/01/2010		£285	£	285.00	
	Tower Play Combination	2.3311	22/12/09		£12,366	£	12,366.00	
	Swing Scales	6.1	22/12/09		£1,952	0	£ 1,952.00	
	Nest Swing	6.145	22/12/09		£2,734	£	-	£ 2,734.00
	Small Play House	4.101	22/12/09		£1546	£	1,546.00	
	Swinging Horse	4.2415	22/12/09		£556	£	556.00	
	Small Carousel	6.26501	22/12/09		£1,894	£	1,894.00	
	Toddler Swing Cradle Seat	S6.12000	22/12/09		£2,898	£	2,898.00	Condemned
	Mat Safety Surfacing	N/A	22/12/09		£985	£	492.50	£ 492.50
								only part removed - estimate
	2 x Grit Bins	On village green corner of Thatch cott	01/01/2014		£564	£	564.00	

	1 x defibrillator	on WI Hall	04/06/2016	£	841.75	£	841.75	
	1 x defib cabinet	WI Hall	04/06/2016	£	758.33	£	758.33	
	1 x defib mounting pole	WI Hall	12/12/2016	£	200.00	£	200.00	
	1 x zig zag walker		14/03/2018	£	541.00	£	541.00	
	2 x log walk		14/03/2018	£	55.00	£	55.00	
	1 x Wobble board		14/03/2018	£	633.00	£	633.00	
	2 x picnic benches		01/08/2020	£	860.00	£	860.00	
	2.4m log swing with basket seat		01/12/2022	£	2,602.60	£	2,602.60	
	1.8m log swing with cradle seats		01/12/2022	£	2,042.33	£	2,042.33	
	2.4m log swing with single flat seat		01/12/2022	£	1,546.42	£	1,546.42	
	51 grassguard tiles		01/12/2022	£	2,771.91	£	2,771.91	
	1 x bench		01/07/2024	£	417.00	£	417.00	
Brunstock	1 x picnic bench		01/09/2020	£	605.00	£	605.00	
	1 x Closed Notice Board & 1 open notice board					£	280.00	
	1 safety ring		08/05/2019	£	162.37	£	162.37	
	1 bench		10/07/2019	£	318.00	£	318.00	
Houghton	Village Hall					£	1.00	
	Village Hall Clock				£2,000	£	-	1/9/2015 £2000 Gifted to hall
	1 x Closed Notice Board					£	280.00	in storage
	1 x closed notice board		01/08/2024	£	1,164.24	£	1,164.24	
	3 x Benches					£	1,500.00	
	2 x Goalposts & Nets		12/01/2007		£900	£	-	disposed
	Replacement nets & pegs			£	108.00	£	-	disposed
	2 x Grit Bins	St John's Church Corner	01/01/14		£282	£	282.00	
		Shop	1/11/14		£155	£	155.00	
	21 x Metal bollards		03/01/2013		£2,415	£	2,415.00	
	22 x Timber bollards		03/01/2013		£1,342	£	1,342.00	

	1 x defibrillator	Houghton Village Hall	04/06/2016	£	847.75	£	841.75	
	1 x defibrillator cabinet	Houghton Village Hall	04/06/2016	£	758.33	£	758.33	
Rickerby	Goals and net equipment		01/09/2020	£	862.20	£	862.20	
	1 x Closed Notice board & 1 x open notice board					£	280.00	
Crosby	Play equipment & BMX track		01/07/13 01/09/14		£25,000	£	25,000.00	
	1 x Double Swing				£3,400	£	3,400.00	
	1 x Closed Notice Board					£	280.00	in storage
	1 x notice board		01/08/2024	£	1,164.24	£	1,164.24	
	2 x Goalposts & Nets		08/01/2013		£600	£	600.00	
	Replacement Nets			£	50.00	£	50.00	
	1 x Bus Shelter					£	4,000.00	
	1 x Access gate		01/01/2012		£400	£	400.00	
	1 x Metal Storage Container		01/01/2012		£2660	£	2,660.00	
	1 x Bench (at flood defenses)		05/01/2012		£700	£	-	
	1 x Bench (at flood defenses)		01/07/2024	£	417.00	£	417.00	
	1 x defibrillator	Crosby Parish Hall	04/06/2016	£	847.75	£	841.76	
	1 x defibrillator cabinet	Crosby Parish Hall	04/06/2016	£	758.33	£	758.33	
	1 x grit bin (Parish Hall)		10/12/2018	£	266.28	£	266.28	
	1 x log train		06/07/2018	£	872.00	£	872.00	
	2 x timber joined logs		06/07/2018	£	384.00	£	384.00	
	1 x replacement swing seat		01/08/2020	£	1,325.98	£	1,325.98	
Crosby Moor	1 x Closed Notice Board		07/01/2013		£300	£	300.00	
Windsor Way	1 x Closed Notice board					£	280.00	Clerks Garage
	1 x Footpath sign - Cali Rd		12/01/2013		£100	£	100.00	
Whiteclosegate	1 x Closed Notice board					£	280.00	
	1 x Open Notice Board					£	280.00	
Wallhead	1 x Bus Shelter					£	4,000.00	
	1 x metal stile		11/01/2014	£	-	£	-	SS Home??

Tarraby	1 x Bench				£	500.00
				TOTAL	£	100,698.32

PROPERTY – OFFICE

Home Office	1 x 4 Drawer Filing cabinet				£	120.00		
	1 x 2 Door Steel Cupboard				£	120.00		
	1 x Freecom Ext Disc Drive	625.00674			£	-	28/02/2025 Disposed	
	1 x Verbatim Ext Disc Dive	1A1094112096	17/6/09	£40	£	-	28/02/2025 Disposed	
	1 x Computer Hard Drive		07/01/2013	£520	£	520.00		
	1 x 22" Monitor		07/01/2013	£106	£	-	28/02/2025 Disposed	
	1 x Epson Printer/ Scanner	SX435W	08/06/2012	£49	£	-	8/4/15 £49 Disposed at changeover	
	1 x Fire Resistant Chest	Model No. DCA4	29/11/08	£32	£	32.00		
	2 x BT Phones		11/01/2010	£70	£	-	8/4/15 £70 Disposed at changeover	
	1 x USB Cable		04/01/2008	£13	£	13.00		
	TP Wireless Mini		04/10/2015	£10	£	10.00		
	Shredder		09/01/2015	£35	£	-	28/02/2025 Disposed	
	paper cutter		04/07/2016	£	20.20	£	16.83	
	Mouse & mat		19/5/16	£	15.97	£	-	28/02/2025 Disposed
	Display board		22/5/16	£	76.80	£	64.00	
	Scanner		02/11/2016	£	319.98	£	319.98	
	2 x Telephones		04/08/2008	£	42.99	£	-	11/09/2019 Disposed broken
	Flipchart easel		Unknown	£	50.00	£	50.00	
	megaphone		25/06/2018			£	8.69	
	2 litter pickers		29/06/2018			£	23.50	
	3 bins		29/06/2018			£	25.50	
	1 monitor					£	100.04	
	1 PC					£	399.17	
	2 x Panasonic Phones		11/09/2019	£	66.23	£	-	28/02/2025 Disposed
	1 x Printer		01/05/2020	£	157.00	£	157.00	
	1 x webcam		01/05/2020	£	58.32	£	58.32	

1 x power surge cable	01/05/2020	£	14.12	£	14.12
1 x mobile phone	14/02/2022	£	99.00	£	99.00
3 x goalposts	01/06/2022	£	1,683.00	£	1,683.00
1 x audio recording device	01/09/2023	£	94.31	£	94.31

TOTAL £ **3,928.46**

PROPERTY – SIGNS & NOTICES

1 x Houghton Village Hall				£	225.00
1 x Crosby Village Hall				£	66.00
1 x Crosby Play Area				£	66.00
1 x Houghton Green				£	66.00
1 x Crosby BMX Track	04/06/2016	£	100.00	£	100.00
1 x Houghton in Bloom Sign	04/06/2016	£	85.00	£	42.50
1 x Tarraby Sign	04/06/2016	£	59.74	£	59.74
1 x Houghton Sign					
1 x Linstock Sign					
1 x Crosby sign					
1 x Crosby BMX track	20/06/13	£	210.00	£	-
3 x COVID Signs	01/06/2020	£	90.00	£	-

£210 disposed
flood

TOTAL £ **625.24**

Total £ **105,252**

Notes on Values - Nominal values of £1 are given to land & village halls (not incl. in final total)

*N.B. Linstock Village Green is not scheduled as asset because it's not owned by the parish council, its rented