

## CROWBOROUGH TOWN COUNCIL

To all Members of the **FINANCE and GENERAL PURPOSES** Committee (with copies to all other Members for information).

You are summoned to attend a meeting of the **FINANCE and GENERAL PURPOSES** Committee to be held at the Council Offices, Pine Grove, Crowborough on **Tuesday 26<sup>th</sup> April 2022** at 7.30 pm when it is proposed to transact the following business:

**Caroline Miles, Town Clerk**  
**19<sup>th</sup> April 2022**

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MEETINGS OF THE COUNCIL ARE OPEN TO THE PUBLIC.

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Questions from members of the public (15 minutes maximum)

IN VIEW OF THE CONFIDENTIAL NATURE OF THE DISCUSSION OF SOME ITEMS ON THIS AGENDA, THE PRESS AND PUBLIC MAY BE EXCLUDED UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

**1. APOLOGIES**

**2. DECLARATIONS OF INTEREST**

**3. MINUTES**

3.1. To **adopt** the minutes of 1<sup>st</sup> March 2022 as a true record of the meeting

**4. GRANT APPLICATION**

4.1. To **consider** an extraordinary grant application and **agree** any action

**5. POLICIES**

5.1 To **review** the Risk Management Policy with Risk Register and **agree** any action/changes

**6. FINANCE**

6.1 To **note** the current Income and Expenditure position and Earmarked Reserves and **agree** any action

6.2 To **note** the asset register and **agree** whether to recommend approval to Full Council

6.3 To **note** the return of investments during the financial year 2021/2022

6.4 To **note** and **agree** the bank reconciliation as at 31.03.22

6.5 To **note** the PWLB summary as at 31.03.22

6.6 To **approve** the recommendation of section 1 of the Annual Governance Statement 2021/22 to Full Council

6.7 To **decide** on action regarding the Lloyds bank accounts

6.7.1 To **agree** process for dual authentication

6.7.2 To **agree** transfer of funds from NatWest to Lloyds account

6.7.3 To **agree** process around Mayor's account

**7. EXEMPT BUSINESS**

7.1 To **note** the confidential report on Pine Grove

7.2 To **note** the confidential aged debt report

**8. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING AND/OR INCLUSION ON A FUTURE AGENDA**



**AGENDA ITEM NUMBER:** 4.1  
**MEETING DATE:** 26<sup>th</sup> April 2022  
**COUNCIL/COMMITTEE:** Finance and General Purposes  
**TITLE:** Grant Application  
**PURPOSE OF REPORT:** To provide members with an updated grant application  
**SUPPORTING DOCUMENTS:** Appendix A – Grant Application form (Children with Cancer Fund)  
**OFFICER CONTACT:** Assistant Town Clerk

<b>OFFICER RECOMMENDATIONS:</b>	
<b>1</b>	
<b>2</b>	

### Background

F&GP/01.03.22 – 11638 The committee agreed to postpone a decision on the applications from the ‘Children with Cancer’ group and ‘Crowborough Wolfe Bowling Club’ until more information was supplied. An officer will contact both organisations and request more details. It was agreed these two applications would be heard as exceptional applications at a future meeting.

### Current situation

Both groups were contacted and asked to supply further details. The Crowborough Wolfe Bowling Club has now withdrawn its application.

The updated application from the Children with Cancer Fund is attached as Appendix A.

The annual grant budget for 2022/23 is £16,000. £7,680 has been awarded to date.



## GRANT APPLICATION

Please return the completed grant application and supporting information to:

Council Offices, Pine Grove, Crowborough, East Sussex, TN6 1DH or  
info@crowboroughtowncouncil.gov.uk

YOUR GROUP/ORGANISATION	
Name of group/organisation	Children with Cancer Fund
Name of applicant and position held in group/organisation	Chloe Matthews, Grant Fundraiser
Address for correspondence	4 The Triangle, Willingdon, East Sussex, BN20 9PJ
Telephone number (daytime)	01323 488561
Email address	grants@childrenwithcancerfund.org.uk
<b>Summary of aims and objectives of group/organisation</b> Children with Cancer Fund is a small, local charity that aims to alleviate the suffering of children with cancer, and their families, across East Sussex, Brighton and Hove. We primarily do this by hosting social events, granting wishes and providing stays in our three caravans across East Sussex.	
Is the group/organisation a Registered Charity? (If so, please supply registration number)	1110644
Number of members in the group/organisation	141 families across the county.
Number of members resident in Crowborough	5 families (18 individuals)

<b>DETAILS OF GRANT APPLIED FOR</b>	
Total cost of project	£2,500
Amount of grant requested	£450
Details of funds from group/organisation or other bodies	£500 from Ecclesiastical, £500 from Lewes District Council and we have applied for up to £1,000 from a Nisa Local Grant.
<p><b>Details of what the grant is for and how many Crowborough residents will benefit (continue a separate sheet if required)</b></p> <p>We are planning an exciting Jubilee Celebration that will unite many of the families we support over outdoor activities and refreshments. The event will be held on the nearby farm land of a local family, to include a morning of pottery painting, craft, tea, coffee and cake to match the Jubilee theme! After the morning activities, we will be hosting a BBQ lunch, followed by an afternoon of excitement to include a scavenger hunt, an inflatable assault course and walks around the lake. The primary aim of our celebration is to provide a fun afternoon for the local families we support, enabling them to spend quality time together and reduce feelings of loneliness that often come with a child's cancer diagnosis. This event will cost our charity approximately £25 per person. If we are fortunate to receive funding from Crowborough Town Council, this would cover the costs of 18 individuals from Crowborough to attend our Jubilee event. Through feedback from our beneficiaries, we have identified several positive outcomes with regards to our social events including: reduced feelings of loneliness and isolation, increased quality time as a family, increased confidence and self-esteem and enhanced well-being and mental health. Funding would enable us to support our families from Crowborough in this way, thank you for considering our application.</p>	
<b>PREVIOUS APPLICATIONS</b>	
Please provide details of any previous grants given to your group/organisation by Crowborough Town Council in the last five years	N/A

## ACCOUNTS

Any grant awarded will be paid via BACS. Please provide your group/organisation's bank details below:

Bank:

[REDACTED]

Sort code:

[REDACTED]

Account number:

[REDACTED]

**Please attach a copy of your most recent accounts. New organisations should attach a budget forecast.**

I certify that the above information is correct

Signed: C.Matthews

Name (please print): Chloe Matthews

Date: 11/03/22

**Crowborough Town Council  
Council Offices • Pine Grove • Crowborough • East Sussex TN6 1DH**

### **How the information you provide will be used**

General Data Protection Regulations – Any personal information such as name, postal address, telephone number and email address given via this website/form will only be used to provide a requested service, kept for as long as necessary to provide that service and will not be disclosed to any other third party other than as described in our privacy notice, with your prior permission or if we are required to do so by law.



## **Risk Management Policy**

**Responsibility:** Full Council

**Review Cycle:** Annually, or earlier in the event of legislative changes

<b>Date of Adoption / Renewal</b>	<b>Resolution Number</b>
7 January 2014	7051
6 January 2015	
4 January 2016	
10 January 2017	
3 July 2018	8463
18 June 2019	8797
16 March 2021	9290
21 September 2021	9509

## **RISK MANAGEMENT POLICY**

### **1. Introduction**

- 1.1 Corporate Risk Management is defined as the threat that an event or action will adversely affect the Council's ability to achieve its objectives or to successfully execute its strategies.
- 1.2 The council recognises that it has a responsibility to take all reasonable and practical measures to safeguard its employees, the people it works with and provides services for; and to protect the natural and built environments for which it is responsible.
- 1.3 The council is aware that some risks cannot be eliminated fully and has in place a strategy that provides a structured, systematic and focused approach to managing risk.

### **2. Objectives**

- 2.1 The objectives of the risk management policy are to:
  - Integrate risk management into the culture of the council
  - Manage risk in accordance with best practice and legislative requirements
  - Minimise loss, disruption, injury and damages
  - Inform policy and operational decisions by identifying risks and their likely impact
  - Raise awareness of the need for risk management

### **3. Undertaking**

- 3.1 Council will undertake to follow the control measures identified in the risk register in the timeframes mentioned.

## Risk Register

### Crowborough Town Council Corporate Risk Register 2021

#### General and Financial Risk Assessment

Area	Risk	Level	Control Measures	Frequency months
Assets	Protection of physical assets detailed in the Councils Asset Register.	M	All assets over a value of £1000 are insured through Zurich Municipal. As new assets are purchased over £1000 in value they are added to the policy. Any new purchase over the value of £500 will be added to the Asset Register	Annual
		M	All leases and land registration details that are in the Council possession are with The Town Clerk.	Annual
Assets	Security of buildings, equipment etc.	M	Where possible buildings have alarm systems and one has CCTV installed. All offices routinely locked overnight. All assets in sites are securely locked away.	Daily
Assets	Maintenance of buildings etc.	M	Planned maintenance schedule is worked to, with a view to developing a five-year maintenance plan in due course.	Annual
		M	Planned programme of testing electrical and safety equipment in place. Reactive repair allocations included in revenue budget, a small pool of suitable contractors to carry out works is in place but is an area for growth	Monthly
		M	5 yearly fixed appliance and electrical system checks are carried out at all buildings we are responsible for	Annual



Area	Risk	Level	Control Measures	Frequency months
Finance	Cash – Loss through Theft	L	Receipts are issued for all cash received at the Town Hall. Cash is locked in the safe until the Finance Administrator is able to take it to the bank, which is as soon as practical. A small petty cash float is retained, balanced regularly by the Finance Administrator and checked by the Town Clerk/ RFO.	Monthly
Finance	Risk of consequential loss of income.	L	Insurance cover in place for insurable risks	Annual
		L	Aim for Bank account reserves to be 50% of the precept.	Annual
		M	Financial performance of all activity reviewed monthly to enable any issues to be speedily addressed	Monthly
		L	All electronic records backed-up on the cloud supported by two external providers	Weekly
		M	Committees consider in detail draft budgets. Finance and General Purpose Committee review all potential financial issues to ensure all relevant information is present at the Full Council where the annual budget and precept are determined.	Annual
		L	Finance Officer runs regular bank reconciliations and checks bank statements to ensure all payments are received.	Monthly
Finance	Management of Cash Flow	L	RFO should effectively manage cash flow and ensure that funds are readily available to cover three months' worth of expenses. F& GP Committee should regularly monitor the cash and investment situation	Bi-Annual / Annual
Finance	Banking - Lack of authorised signatories for payments. Possible Errors	L	Banking requirements are included in the council's financial regulations. All Council bank accounts are in place with Natwest and Lloyds. Bank reconciliations are completed at the end of each month to identify any errors and checked by the Chair of F&GP. All councillors can be signatories ensuring a sufficient number are always available.	Monthly

Area	Risk	Level	Control Measures	Frequency months
Finance	Financial controls and records.	L	Strict internal controls in place to separate functions. Two Councillors required to sign as approval	Daily
		L	Internal Audit to be carried out twice per annum, External Audit 12 monthly.	Bi-Annual
		L	Audit Reports to be presented to the next available Finance & General Purposes Committee meeting, all recommendations acted upon as soon as practical and reported back to F & GP Committee. Full Council will also be updated.	Bi-Annual
		L	Tenders secured for contracts when required in accordance with Financial regulations.	As req'd
		L	All financial records stored and saved in accordance with Councils document retention policy which outlines the requirements for the retention of paper and other records. Archive materials are stored off site at the ESCC records office.	Annual
		L	Financial Regulations to be reviewed annually	Annual
Finance	Comply with HMRC VAT Regulations.	M	VAT payments and reclaims to be calculated by the RFO.	Quarterly
		L	Advice notes from HMRC followed at all times, use external advice where necessary.	Annual
		L	Internal auditor reviews VAT on a regular basis.	Annual
		L	VAT reconciled monthly and claimed quarterly.	Quarterly

Area	Risk	Level	Control Measures	Frequency months
Finance	Sound budgeting to underlie annual precept. Adequacy of precept in order for the council to carry out its statutory duties.	M	RFO develops committee budgets based on previous performance and plans for the future ensuring that adequate budgets are in place and available resources to cover the running costs of the Council and maintaining Council Services. Presented to the relevant committee for consideration and recommendation to Council. A briefing meeting is held with all Councillors to assess Committee proposals and ensure that all potential contingencies are addressed in the final report and draft figures for the Full Council meeting which sets the precept.	Annual
		L	The precept is received in two parts evenly spread throughout the year to assist with cash flow.	Bi-Annual
	Lack of forward planning and budgetary controls	L	Expenditure against budget reported to relevant committee every quarter.	Quarterly
		L	Thorough Budget preparation process. Income & Expenditure is reviewed by each Committee's chair, Town Clerk, RFO & relevant Officers. Forward Budgets prepared for 3 years.	Bi-Annual / Annual
Finance	Complying with borrowing restrictions.	L	All current loans are either paid automatically via Direct debit or by receipt of invoice bi-annually.	Bi-Annual
		L	Any new loans require full Council approval after presenting a full business case.	As req'd
Finance	Ensure outstanding debts are paid.	L	The council issues invoices for all amounts due and diarises to chase for payment. A list of all amounts outstanding over 30 days is reviewed by the Finance and General Purposes committee at each meeting. A bad debt policy is in place and will be reviewed every two years.	Monthly / Quarterly
Finance	Contracts to be awarded in accordance with procedures.	L	The council's financial regulations determine the process for awarding contracts, including financial limits for obtaining at least three quotes and for entering formal tendering exercises.	As req'd

Area	Risk	Level	Control Measures	Frequency months
Finance	Salaries – ensure payments are made in accordance with contracts and Government Legislation	L	Payroll services are outsourced by the Council. Each staff member is appointed on the NJC salary scales, and has an annual salary based on their contracted hours. Managers authorise overtime and/or additional payments prior to payroll being processed, and the summary sheet is checked by the Chair of the Personnel Committee. The outsourced company use specialist software for the calculation of tax and NI payments.	Monthly
Finance	Loss of key staff members. Fraud or theft by staff members. Health and safety risks.	L	All staff members receive annual appraisals with agreed objectives to support their development. The council's insurance includes a fidelity guarantee in respect of staff fraud or theft. Internal audit and financial regulations and procedures mitigate the opportunities for fraud to be undetected. The council has a health and safety at work policy to mitigate the potential threats to staff wellbeing.	Annually
Liability	Risk to third party, property, or individuals. Risk of being sued by a member of the public.	L	Insurance in place Zurich Municipal. The council's insurance includes public liability insurance to cover genuine claims where a member of the public may have been injured. There remains a risk of frivolous and/or spurious claims.	Annually
		M	Full health and safety programme of inspections of all property and land is in place. Qualified Health and Safety Officer undertakes inspections including a Fire Risk Assessment	Weekly
		M	Risk assessments of all the buildings individual events are routinely undertaken by a qualified officer. An external audit has been completed although many items have been identified and we are now dealing with these in order of priority	As req'd
		L	Legionella risk assessments have been completed for all of the buildings and will be reviewed annually. All buildings, with low usage have water systems flushed on a weekly basis, with temperature testing being incorporated in the monthly tests.	Weekly / Monthly

Area	Risk	Level	Control Measures	Frequency months
<b>Liability</b>	Legal liability as consequence of asset ownership.	L	Insurance in place with Zurich Municipal.	Annually
		M	Full health and safety programme of inspections of all property and land is place. Qualified Health and Safety Officer undertakes inspections.	Annually
		M	Annual checks by ROSPA of all play equipment takes place and report is acted on. Play areas also inspected weekly.	Weekly
		M	The council has a wide programme of events throughout the year. Each event has an individual risk assessment completed and action is taken to mitigate the risks wherever possible.	As req'd
<b>Employer Liability</b>	Comply with Employment Law.	L	Membership of various national and regional bodies including NALC, CALC, SALC, AAT to ensure employees are kept up to date with all relevant employment requirements and legislation as well as best practice. An external HR consultant helps to ensure employees terms & conditions comply with employment law.	As req'd
		L	Annual Appraisals take place with all employees.	Annually
		L	Central records retained of all employee sickness absence and holidays. Hard copies of all employee's records are stored in a locked filing cabinet	As req'd
		L	All digital records can only be accessed by managers to ensure compliance with the Data Protection legislation.	As req'd
		L	Routine reviews of Employment terms and conditions acted on or where necessary reported to Personnel committee for action.	Annually
<b>Employer Liability</b>	Comply with Inland Revenue requirements.	L	Regular review of current legislative requirements undertaken by RFO. Internal auditor undertakes regular review.	As req'd Annually

Area	Risk	Level	Control Measures	Frequency months
<b>Employer Liability</b>	Safety of staff and visitors.	M	Risk assessments carried out for all premises and activities undertaken by employees. These will include checks for adequate heating, slippery floors, cleaning procedures, legislative requirements. Staff also have access to health and safety training packages for all to complete (H&S awareness, Manual Handling, DSE etc),	As req'd
		L	Internal training undertaken on the job and on a regular basis formally when need arises.	As req'd
<b>Employer Liability</b>	Data Protection and Freedom of Information – Risk of being non-compliant	L	The council has a publication scheme for freedom of information requests on its website and is registered with the Information Commissioners Office (ICO) for data protection requirements.	Annually
<b>Employer Liability</b>	Lack of adequate training leads to poor quality decisions	M	The council sets an annual budget for both staff and councillor training and subscribes to the local CALC as a training provider. The Town Clerk is also a member of the SLCC. Details of all available training courses are circulated to all staff and councillors. Staff training requirements are identified during the appraisal process.	Annually
<b>Legal Liability</b>	Ensuring activities are within legal powers.	M	Town Clerk to clarify legal position on any new proposal.	As req'd
		M	Legal advice to be sought where necessary.	As req'd
<b>Legal Liability</b>	Proper and timely reporting via the minutes.	L	All agendas are issued and displayed in accordance with the Local Government Act 1972.	As req'd
		L	Council meets regularly and always receives and approves Minutes of meetings held since the last meeting including all committee minutes.	Quarterly
		L	Minutes made available to press and public via Town council website, social media, notice boards, and in the Tourist information Office.	As req'd

Area	Risk	Level	Control Measures	Frequency months
Legal Liability	Proper document control.	L	Document Retention policy adopted in 2017 and reviewed annually.	Annually
Councillors	Registers of Interests and gifts and hospitality in place.	L	Register of Disclosable Pecuniary Interest, retained in Council Offices by the Town Clerk.	Annually
		L	Declaration of interest is on the agenda at every meeting.	Monthly
		L	Update declarations of interest by councillors is Councillors responsibility when circumstances change. Emailed out annually to all Councillors to ensure up to date.	Monthly
		L	Register of Gifts & Hospitality retained in Council Offices by the Town Clerk for use by Councillors and Council employees. Published annually on website.	Annually
Councillors	Adequate Training is in place	M	Councillors are offered relevant training when newly elected or when roles are altered. Details of all available training courses are circulated to all councillors.	Annually or As req'd
Councillors	Risk of cost of an election	L	In the event of a councillor resigning during their term, the electorate have a statutory right to request an election. The council budgets for the potential of an election each year and retains a sum in reserves in the event of an unexpectedly large number being called in any one year. Scheduled elections are budgeted for.	As req'd
Councillors	Risk of agenda not being legally accurate &/or not being published at sufficient notice. Risk of Councillors bringing the council into disrepute through their conduct.	M	Minutes and agendas are produced in accordance with legal requirements and best practice guidance. Agendas are published at least three clear days prior to the meetings on noticeboards and the council's website. The council has a code of conduct outlining acceptable councillor behaviour and each councillor has a responsibility to adhere to the code.	As req'd

Area	Risk	Level	Control Measures	Frequency months
<b>Councillors</b>	Risk of a conflict of interests. Risk of a councillor not declaring an interest.	M	Declarations of interest are a standard agenda item for each meeting of the council or committees. A register of members' interests is published on the town council's website and held by the District Council.	As req'd
<b>Councillors</b>	Risk of being inquorate in the event of councillors resigning their position.	L	The council has sixteen councillors, so needs to retain eleven to be quorate. In the event of five or more vacancies, the District Council would support the town council in the short-term to fulfil its statutory duties.	As req'd
<b>Major Incident</b>	The risk of business disruption e.g. flooding, civil unrest, fire, postal bomb, pandemics	M	Emergency Plan is in place for incidents such as flooding, fire, gas leaks etc. Work with neighbouring parishes. Good relationship with Police and Fire and Rescue. Staff can have access to work from home with remote access into the office. Virtual meetings to take place as and when required	As req'd
<b>Cyber Attack / IT Security</b>	Reliability of Firewall and security of IT systems could compromise security	L	Firewall and security on IT equipment are regularly updated. Regular updates provided from outside IT consultants	As req'd





- TITLE:** Finance Report
- AGENDA ITEM NUMBER:** 6
- MEETING DATE:** 26<sup>th</sup> April 2022
- COUNCIL/COMMITTEE:** F&GP Committee
- PURPOSE OF REPORT:**
- 6.1 This report covers F&GP's current income and expenditure against budget and Earmarked Reserves (EMR) position.
  - 6.2 To note the asset register
  - 6.3 To note the return on investments
  - 6.4 To note and agree the bank reconciliation as at 31.03.22
  - 6.5 To note the PWLB summary as at 31.03.22
  - 6.6 To approve the recommendation of the Annual Governance and Accountability Return for 2021/22 to Full Council
  - 6.7 To decide on action regarding the Lloyds bank accounts
    - 6.7.1 To agree process for dual authentication
    - 6.7.2 To agree transfer of funds from Natwest to Lloyds account
    - 6.7.3 To agree process around Mayors account
- SUPPORTING DOCUMENTS:**
- Appendix A – Income & Expenditure Report
  - Appendix B - Earmarked Reserves
  - Appendix C – Asset Register
  - Appendices D to I – Bank reconciliation and supporting bank statements as at 31.03.22
  - Appendix J and K – PWLB Summary and reconciliation as at 31.03.22
  - Appendix L - AGAR for 2021/22
- CONTACT OFFICER:** RFO

**OFFICER RECOMMENDATIONS:**

	<p>The Committee is RECOMMENDED to:</p> <ol style="list-style-type: none"><li>(1) <b>Note</b> the Committee's current income and expenditure position. Appendix A</li><li>(2) <b>Note</b> this Committee's Earmarked Reserves and <b>agree</b> any actions. Appendix B</li><li>(3) <b>Note</b> the return of investments</li><li>(4) <b>Approve</b> the asset register. Appendix C</li><li>(5) <b>Note</b> the bank reconciliation report as at 31.03.22. Appendices D to I</li><li>(6) <b>Note</b> the PWLB summary as at 31.03.22. Appendices J and K</li><li>(7) <b>Approve</b> the recommendation of the Annual Governance and Accountability Return for 2021/22 to Full Council. Appendix L</li><li>(8) <b>Agree</b> process for dual authentication on Lloyds bank account</li><li>(9) <b>Agree</b> transfer of funds from NatWest to Lloyds bank account</li><li>(10) <b>Agree</b> process around Mayors account</li></ol>

**6.1 Income and Expenditure**

6.1.1 Attached as Appendix A is the Income & Expenditure report for this Committee for the financial year 2021/2022. **Any recent significant variances are shown in bold**

Corporate Management (101)

**4055/101 – Stripe Charges. This includes the purchase of the Square card reader which will enable us to take payments via card or online**

Central Admin & Support costs (105)

**4020/105 – Telephone & Postage. Rising call costs. Call charges, line rental and broadband costs have been reviewed and contracts are now in place which will reduce these costs**

4022/105 – Insurance. The renewal has come in slightly more than budget at £18,038 compared to a budget of £17,905

**113 – Pine Grove**

**The increase to income on the rechargeable costs for PineGrove offset the higher charges received for utilities**

4800 Caretaking/Cleaning – This budget will be exceeded due to the library cleaning costs being included. These are however recharged and this income is shown in code 1115. The income will exceed the budget to reflect the cost

4805 Electricity – I anticipate that this code will exceed budget. Just under 90% of this cost is recharged on so the income will also increase

4807 Water & Sewerage – has exceeded budget due to an unknown meter not being read in the past which has now been identified and resulted in large invoices. A large majority of these costs are passed on to the tenants.

### **6.1.2 Earmarked Reserves**

6.1.2 This Committees EMR's are attached as Appendix B.

### **6.2 Asset Register**

Appendix C shows the current asset register and summary as at the end of 31.03.22. Councillors are recommended to approve the asset register.

### **6.3 Return on Investments**

At the start of the financial year, the Council had money invested in one fixed term deposit account with Lloyds and the balance in a 95 day notice account with Nat West.

The fixed term deposit account matured during the course of the year. The falling interest rate meant that fixed term amounts were not very attractive and to help spread the Councils cash reserve, it was agreed that the funds maturing from the fixed term account be invested in a 95 day notice account with Lloyds. The 95 day notice account offered a higher interest rate than the fixed term accounts. We started the year with just over £855k in 95 day notice accounts and have ended the year just under £1,357k (£856k with NatWest and £501K with Lloyds) with an average of £130 per received per month in interest.

The interest rate through the NatWest 95 day account started the year at 0.15%, which fell throughout the year to 0.05% but has ended the year on 0.20%.

The interest rate through the Lloyds 95 day dropped to 0.05% and is currently 0.10%  
The committee is recommended to note the return on investments for this financial year.

### **6.4 Bank Reconciliation as at 31.03.22**

Please refer to Appendix D to I. The committee is recommended to approve the bank reconciliation as at 31.03.22

Bank Reconciliations and bank statements have been checked by the Chair up until 28<sup>th</sup> February 2022.

## **6.5 PWLB Summary as at 31.03.22**

Please refer to Appendix J and K. This reconciles the PWLB summary and the loan summary breakdown.

The committee is recommended to note the latest loan value summary as at 31.03.22.

Following the previous committee meeting and a question raised regarding Loan number 496912 and the description, the archive records have been reviewed .

All paperwork does refer to the Development of Goldsmiths including public toilets, play area, skate park, running track & perimeter path.

The resolution supporting this states:

5338 RECOMMEND to Council to organise borrowing of £329,600 (made up of £179,600 for the Goldsmiths project and £150,000 for land purchase [£100,000 as in the budget with an additional £50,000 because of possible compulsory purchase] subject to further Council approval before it is drawn down.

## **6.6 Draft AGAR Statement**

Please refer to Appendix L for the draft AGAR report for the financial year 2021/22.

Please refer to page 4 to agree the statements and page 5 for the figures.

It is important that you read through the statements in section 1 and agree them.

By making the recommendation to Full Council to approve the AGAR report you are acknowledging and agreeing to the statements made in section 1.

## **6.7 Lloyds Bank Account**

- 6.7.1 Currently under the Lloyds bank accounts, only bank signatories can make changes to the way the accounts are set up and administered. This means that the administration of the accounts is restricted for Officers as only Councillors are signatories. Therefore, we either need a nominated Councillor to sign up for the online access or an Officer be nominated to become a signatory for this purpose. Two signatories are required on any payment so this would only be for administration purposes.

A commercial banking online platform would negate the option above which would come at a monthly cost of £50 per month, with charges for Bacs and faster payments – both of which are currently free.

- 6.7.2 We are restricted through NatWest to a daily limit of £30,000 when making payments. Due to some of the projects currently running and the increase in costs, this daily limit is becoming prohibitive. In order for the limit to be increased by Nat

West, the current bank account that we operate would need to change which would incur monthly bank charges of £20 per month.

An alternative option to this would be for some payments to be made through the Lloyds bank account which has a higher daily limit. In order to do this, monies would need to be transferred from the Nat West account.

- 6.7.3 The Mayors Account is currently set up as a savings account. It was set up this way as any other account would incur monthly charges. This does mean that payments cannot be made from the account and transfers in can only be from the main current account. This makes any process cumbersome and affects daily limits when transfers are needed. To transfer monies back to the current account to make payments, cheques have to be raised and currently all authorisations are completed remotely. If payments to charities can be paid once money has been collected, all transactions could go through the current account.

This account does not work in the current form and other options should be considered.

## **6.8 General**

The company providing the property valuations has now valued the Country Park and is revisiting the campsite so that the valuations can be split in line with previous insurance valuations. Once this is complete, a full breakdown will come to this committee.

At this point, a review of the land register to ensure that all ownership of land has been included has not taken place as this is not something the valuation company would undertake.

**RFO**

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2022

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b><u>Finance and General Purposes</u></b>								
<b><u>101 Corporate Management</u></b>								
4055 Stripe Charges	11	180	100	(80)		(80)	179.7%	
4056 Bank Charges	758	793	1,650	857		857	48.0%	
4057 Audit Fees	3,170	2,770	3,750	980		980	73.9%	
4058 Legal & Professional Fees	6,579	11,791	12,000	209		209	98.3%	
4060 Accounting Support	1,568	1,986	2,300	314		314	86.4%	
4062 Professional Fees	447	0	0	0		0	0.0%	
4065 Bad Debt Write Off	83	0	0	0		0	0.0%	
Corporate Management :- Indirect Expenditure	<b>12,615</b>	<b>17,520</b>	<b>19,800</b>	<b>2,280</b>	<b>0</b>	<b>2,280</b>	<b>88.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(12,615)</b>	<b>(17,520)</b>	<b>(19,800)</b>	<b>(2,280)</b>				
<b><u>102 Democratic Representation</u></b>								
4119 Members Allowances	18,954	16,102	23,321	7,219		7,219	69.0%	
4120 Members Expenses	0	0	200	200		200	0.0%	
4121 Members Courses	62	140	1,000	860		860	14.0%	
4122 Civic Expenses	74	486	1,000	514		514	48.6%	
Democratic Representation :- Indirect Expenditure	<b>19,090</b>	<b>16,728</b>	<b>25,521</b>	<b>8,793</b>	<b>0</b>	<b>8,793</b>	<b>65.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(19,090)</b>	<b>(16,728)</b>	<b>(25,521)</b>	<b>(8,793)</b>				
<b><u>105 Central Support-Admin Costs</u></b>								
1050 Income-Pension Forms	0	140	0	(140)			0.0%	
Central Support-Admin Costs :- Income	<b>0</b>	<b>140</b>	<b>0</b>	<b>(140)</b>				<b>0</b>
4015 IT Support	6,688	7,315	7,140	(175)		(175)	102.5%	
4020 Telephone & Postage	5,762	6,306	5,665	(641)		(641)	111.3%	
4021 Stationery and Printing	2,584	3,977	3,775	(202)		(202)	105.3%	
4022 Insurance	17,724	18,309	17,905	(404)		(404)	102.3%	
4023 Subscriptions	4,456	4,879	5,000	121		121	97.6%	
4024 Equipment rental/Lease	1,713	1,713	1,760	47		47	97.3%	
4110 New IT Equipment	945	1,026	1,000	(26)		(26)	102.6%	
4255 Equipment	715	874	1,000	126		126	87.4%	
Central Support-Admin Costs :- Indirect Expenditure	<b>40,587</b>	<b>44,399</b>	<b>43,245</b>	<b>(1,154)</b>	<b>0</b>	<b>(1,154)</b>	<b>102.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(40,587)</b>	<b>(44,259)</b>	<b>(43,245)</b>	<b>1,014</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2022

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>109 Other Operating Income &amp; Exp.</u>								
1176 Precept Received	1,454,171	1,507,433	0	(1,507,433)			0.0%	
1190 Income-Interest Received	7,167	1,665	0	(1,665)			0.0%	
1191 Income-Loan-Capital/Interest R	2,700	2,700	2,700	0			100.0%	
1196 Income-CIL receipts	72,041	14,167	0	(14,167)			0.0%	14,167
Other Operating Income & Exp. :- Income	<b>1,536,079</b>	<b>1,525,965</b>	<b>2,700</b>	<b>(1,523,265)</b>			<b>56517.2%</b>	<b>14,167</b>
4175 PWLB - CCA Hall	99,371	99,371	99,370	(1)		(1)	100.0%	
4949 ESCC Loan Repayment	259,790	0	0	0		0	0.0%	
4950 PWLB -G/MOD/GS/S/OA	46,238	46,238	46,240	2		2	100.0%	
4951 PWLB - Pine Grove	169,734	169,734	169,735	1		1	100.0%	
Other Operating Income & Exp. :- Indirect Expenditure	<b>575,133</b>	<b>315,343</b>	<b>315,345</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>100.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>960,946</b>	<b>1,210,622</b>	<b>(312,645)</b>	<b>(1,523,267)</b>				
6001 plus Transfer from EMR	257,915	0						
6002 less Transfer to EMR	72,041	14,167						
<b>Movement to/(from) Gen Reserve</b>	<b>1,146,819</b>	<b>1,196,455</b>						
<u>112 Pine Grove-Capital Project</u>								
4039 Capital Purchases	(43,000)	0	0	0		0	0.0%	
Pine Grove-Capital Project :- Indirect Expenditure	<b>(43,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>
<b>Net Expenditure</b>	<b>43,000</b>	<b>0</b>	<b>0</b>	<b>0</b>				
<u>113 Pine Grove-Revenue Costs</u>								
1051 Income-Miscellaneous	0	1,576	0	(1,576)			0.0%	
1115 Income-Library Rechargeable	7,753	15,050	4,500	(10,550)			334.4%	
1116 Income-Basepoint Rechargeable	24,575	52,324	34,720	(17,604)			150.7%	
1117 Income-Basepoint Rent	49,167	60,000	60,000	0			100.0%	
1118 Income-Basepoint Profit share	0	8,922	0	(8,922)			0.0%	
Pine Grove-Revenue Costs :- Income	<b>81,495</b>	<b>137,872</b>	<b>99,220</b>	<b>(38,652)</b>			<b>139.0%</b>	<b>0</b>
4012 Rates	13,024	13,024	13,390	366		366	97.3%	
4017 Health & Safety	1,407	1,691	2,550	859		859	66.3%	
4041 Grounds Maintenance	93	1,491	1,500	9		9	99.4%	
4250 Buildings Maintenance	17,096	56,575	40,000	(16,575)		(16,575)	141.4%	43,000
4335 Security, Fire & Alarms	4,150	5,379	6,120	741		741	87.9%	
4800 Caretaking/ Cleaning	9,878	17,555	11,690	(5,865)		(5,865)	150.2%	
4801 Refuse & Hygiene	3,280	3,340	3,617	277		277	92.3%	
4805 Electricity	17,808	27,240	19,000	(8,240)		(8,240)	143.4%	

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2022

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4806 Gas	9,083	16,849	15,450	(1,399)		(1,399)	109.1%	
4807 Water and Sewerage	(1,155)	12,028	3,500	(8,528)		(8,528)	343.7%	
Pine Grove-Revenue Costs :- Indirect Expenditure	<b>74,664</b>	<b>155,171</b>	<b>116,817</b>	<b>(38,354)</b>	<b>0</b>	<b>(38,354)</b>	<b>132.8%</b>	<b>43,000</b>
<b>Net Income over Expenditure</b>	<b>6,831</b>	<b>(17,299)</b>	<b>(17,597)</b>	<b>(298)</b>				
6001 plus Transfer from EMR	(82,000)	43,000						
<b>Movement to/(from) Gen Reserve</b>	<b>(75,169)</b>	<b>25,701</b>						
<u>115 Other Services to the Public</u>								
4112 Service Level Agreements	43,000	45,150	45,150	0		0	100.0%	
4145 Covid Grants	0	0	5,000	5,000		5,000	0.0%	
4150 Grants	11,290	3,845	14,000	10,155		10,155	27.5%	
Other Services to the Public :- Indirect Expenditure	<b>54,290</b>	<b>48,995</b>	<b>64,150</b>	<b>15,155</b>	<b>0</b>	<b>15,155</b>	<b>76.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(54,290)</b>	<b>(48,995)</b>	<b>(64,150)</b>	<b>(15,155)</b>				
6001 plus Transfer from EMR	(4,710)	0						
<b>Movement to/(from) Gen Reserve</b>	<b>(59,000)</b>	<b>(48,995)</b>						
<u>309 Civic &amp; Community Centres</u>								
1010 Income-Toilet Scheme	617	617	617	0			100.0%	
Civic & Community Centres :- Income	<b>617</b>	<b>617</b>	<b>617</b>	<b>0</b>			<b>100.0%</b>	<b>0</b>
<b>Net Income</b>	<b>617</b>	<b>617</b>	<b>617</b>	<b>0</b>				
<u>901 Earmarked F &amp; GP</u>								
9009 Election Reserve	0	912	0	(912)		(912)	0.0%	912
Earmarked F & GP :- Indirect Expenditure	<b>0</b>	<b>912</b>	<b>0</b>	<b>(912)</b>	<b>0</b>	<b>(912)</b>		<b>912</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(912)</b>	<b>0</b>	<b>912</b>				
6001 plus Transfer from EMR	5,019	912						
<b>Movement to/(from) Gen Reserve</b>	<b>5,019</b>	<b>0</b>						
Finance and General Purposes :- Income	<b>1,618,191</b>	<b>1,664,594</b>	<b>102,537</b>	<b>(1,562,057)</b>			<b>1623.4%</b>	
Expenditure	<b>733,380</b>	<b>599,068</b>	<b>584,878</b>	<b>(14,190)</b>	<b>0</b>	<b>(14,190)</b>	<b>102.4%</b>	
<b>Net Income over Expenditure</b>	<b>884,811</b>	<b>1,065,526</b>	<b>(482,341)</b>	<b>(1,547,867)</b>				
plus Transfer from EMR	<b>176,224</b>	<b>43,912</b>						
less Transfer to EMR	<b>72,041</b>	<b>14,167</b>						
<b>Movement to/(from) Gen Reserve</b>	<b>988,994</b>	<b>1,095,271</b>						



## Detailed Income &amp; Expenditure by Budget Heading 31/03/2022

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	1,618,191	1,664,594	102,537	(1,562,057)			1623.4%	
Expenditure	733,380	599,068	584,878	(14,190)	0	(14,190)	102.4%	
<b>Net Income over Expenditure</b>	<b>884,811</b>	<b>1,065,526</b>	<b>(482,341)</b>	<b>(1,547,867)</b>				
plus Transfer from EMR	176,224	43,912						
less Transfer to EMR	72,041	14,167						
<b>Movement to/(from) Gen Reserve</b>	<b>988,994</b>	<b>1,095,271</b>						

<u>Cost Centre</u>	<u>Earmarked Reserves</u>	<u>Opening Balance</u>	<u>In</u>	<u>Out</u>	<u>Balance as at</u>	<u>Committed</u>	<u>Projected</u>
		<b>01/04/2022</b>			<b>20/04/2022</b>		
	<b><u>Finance &amp; General Purposes</u></b>						
901	Election Reserve	33,874		0	33,874		33,874
901	Training	1,545			1,545		1,545
	<b>F &amp; GP Total</b>	<b>35,419</b>	<b>0</b>	<b>0</b>	<b>35,419</b>	<b>0</b>	<b>35,419</b>
	<b><u>Pine Grove FC/F&amp;GP</u></b>						
901	Pine Grove	19,547			19,547		19,547
901	Pine Grove Building Maintenance	108,425			108,425		108,425
	<b>Pine Grove Total</b>	<b>127,972</b>	<b>0</b>	<b>0</b>	<b>127,972</b>	<b>0</b>	<b>127,972</b>

**CROWBOROUGH TOWN COUNCIL ASSET REGISTER- LAND & BUILDINGS**

Asset Ref	Date of Purchase	Supplier	Minute Reference	Asset Description	Location	Cost/Proxy Cost 31/03/2021	Restated	Additions	Disposals	Cost/Proxy Cost 31/03/2022
		Queensbury Shelters		Country Park	Osborne Road	£1				£1
	08/01/1985			Flower bed and grassed area	Mill Lane / Beacon Road	£1,000				£1,000
	08/12/1992	The Salvation Army Trustee Company		Whitehill Centre	Whitehill Road, TN6 1NT	£140,000				£140,000
	02/06/2006	The Secretary of State for Defence		MOD Playing Field	Beacon Road, TN6 3SU	£35,000				£35,000
	01/03/2012	Upper Medway Farms Ltd		Summersales Land	London Road, TN6 1TD	£95,101				£95,101
	13/04/1937 24/03/1999	Thomas Crittall Turk Sunley Estates Ltd		Chapel Green	Church Road	£6,500				£6,500
	14/08/1899 18/02/1935	James Tolley Charles Price		Chapel and Cemetery	Herne Road, TN6 2NT	£63,600				£63,600
				Herne Allotments	Herne Road, TN6 2NT	£4,000				£4,000
	18/04/2008	George Hugh Barclay Dodd		Owsbury Allotments	Hadlow Down Road	£101,171				£101,171
	28/12/1994	Sunseed Farms Ltd		Pilmer Allotments (Garden)	Pilmer Road	£2,500				£2,500
	21/04/1975	John Michael Hendon		Pilmer Allotments (Road) Campsite	Pilmer Road Goldsmiths Recreation Ground, Eridge Road, TN6 2TN	£98,000				£98,000
	18/02/1930	Mystery of Goldsmiths		Top pitch, land behind & inc childrens play area & behind High Cross Fields LAND	Goldsmiths Recreation Ground, Eridge Road, TN6 2TN					£0
	10/12/1969	Crowfield Properties Ltd		Allotment football pitch area	Goldsmiths Recreation Ground, Eridge Road, TN6 2TN	£525				£525
	09/05/1980	Otter Estates Ltd		Leisure centre, changing rooms, boating lake, Petanque & running track areas LAND	Goldsmiths Recreation Ground, Eridge Road, TN6 2TN					£0
	03/11/1997	Otter Estates Ltd		Skatepark area LAND	Goldsmiths Recreation Ground, Eridge Road, TN6 2TN	£45,000				£45,000
	10/05/2004	Otter Estates Ltd		Area 1, Goldsmiths LAND	Goldsmiths Recreation Ground, Eridge Road, TN6 2TN	£125,000				£125,000
				Changing Rooms (building)	Goldsmiths Recreation Ground, Eridge Road, TN6 2TN	£181,900				£181,900
				Kiosk / toilet (building)	Goldsmiths Recreation Ground, Eridge Road, TN6 2TN	£146,883				£146,883
	28/02/2014	John and Roderick Seymour		Land adjacent to Goldsmiths (model railway extension)	Goldsmiths Recreation Ground, Eridge Road, TN6 2TN	£20,000				£20,000
				Bowls Pavilion	Luxford Lane, TN6 2PQ	£27,000				£27,000
	01/06/2016	Wealden District Council		Pine Grove Enterprise Hub	Pine Grove	£3,880,940				£3,880,940
	17/09/2018	Wealden District Council		Pine Grove land (on which CCA is built - building not owned by CTC)and carpark	The Crowborough Centre, Pine Grove, Crowborough TN6 1FE	£1				£1
	18/02/1935	Jesse Thomas Bridger		The Ghyll	Burdett Road					£0
	04/10/1979	Mid Sussex Water Company		The Ghyll	Burdett Road	£875				£875
	13/08/1987	Adams of Crowborough Ltd		The Ghyll	Burdett Road	£5,100				£5,100
	02/06/2006	Richard Anthony Dickens and Bryony Sara Bartlett		The Ghyll	Burdett Road	£60,000				£60,000
	19/06/2009	Wealden District Council		The Ghyll	Burdett Road	£250				£250
	13/04/2011	Rydon Homes Ltd		The Ghyll	Burdett Road	£45,000				£45,000
	17/08/2016			Land at The Ghyll	Burdett Road	£27,500				£27,500
	20/10/2016			The Ghyll area 2	Burdett Road	£10,000				£10,000
	30/07/1986	Evelyn Robert Adrian De Rothschild, Edward Stephen Cazalet & Angela Isabel Mary Nevill		Limekiin Playing Field	Palesgate Lane	£66,500				£66,500
	16/01/2012	Richard Anthony Dickens and Bryony Sara Dickens		Palesgate Lane Land	Palesgate Lane	£180,000				£180,000
										£0
						<b>£5,369,347</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£5,369,347</b>

**CROWBOROUGH TOWN COUNCIL ASSET REGISTER- OFFICE EQUIPMENT**

Asset Ref	Date of Purchase	Supplier	Minute Reference	Asset Description	Location	Custodian	Condition	Date last physically checked	Cost/Proxy Cost 31/03/2021	Additions	Disposals	Cost/Proxy Cost 31/03/2022
		Queensbury Shelters		Stacking chairs	Pine Grove Offices, Crowborough, TN6 1DH				£300			£300
				Tables	Pine Grove Offices, Crowborough, TN6 1DH				£300			£300
				Display panels	Pine Grove Offices, Crowborough, TN6 1DH				£1,167			£1,167
				Chairs Council chamber	Pine Grove Offices, Crowborough, TN6 1DH				£1,500			£1,500
				Fire safe	Pine Grove Offices, Crowborough, TN6 1DH				500			£500
				Safe	Pine Grove Offices, Crowborough, TN6 1DH				£500			£500
				Franking machine	Pine Grove Offices, Crowborough, TN6 1DH				£1,620			£1,620
				Microphone system	Pine Grove Offices, Crowborough, TN6 1DH				£4,588			£4,588
				Projector and screen	Pine Grove Offices, Crowborough, TN6 1DH				£600			£600
	27/03/2018	Weald		Del T340 Server HP PCs x10- Monitors Lap Top	Pine Grove Offices, Crowborough, TN6 1DH				£11,423			£11,423
	03/04/2020	The Computer Studio	Budget	Lap Top for PC	Pine Grove Offices, Crowborough, TN6 1DH				£320			£320
	21/05/2020	The Computer Studio	Budget	Lap Top for KW	Pine Grove Offices, Crowborough, TN6 1DH				£250			£250
	15/06/2020	The Computer Studio	Budget	Lap Top for LF	Pine Grove Offices, Crowborough, TN6 1DH				£208			£208
	10/11/2020	The Computer Studio	Budget	Lap Top for TW	Pine Grove Offices, Crowborough, TN6 1DH				£270			£270
	28/06/2021	Nymrod Events		Conference camera	Pine Grove Offices, Crowborough, TN6 1DH					£1,810		£1,810
	30/11/02021	Amazon		Apple Ipad	Pine Grove Offices, Crowborough, TN6 1DH					£997		£997
<b>TOTALS</b>									<b>£23,546</b>	<b>£2,807</b>	<b>£0</b>	<b>£26,353</b>

**CROWBOROUGH TOWN COUNCIL ASSET REGISTER-INFRASTRUCTURE ASSETS**

Asset Ref	Date of Purchase	Supplier	Minute Reference	Asset Description	Location	Cost/Proxy Cost 31/03/2021	Additions	Disposals	Cost/Proxy Cost 31/03/2022
				Boundary signs x 3		£16,575			£16,575
		Queensbury Shelters		Bus shelters x 13		£42,900			£42,900
		Queensbury Shelters		Bus shelter		£3,608			£3,608
		Queensbury Shelters		Bus shelter		£3,700			£3,700
		Queensbury Shelters		Bus shelter	Croft Road	£6,087			£6,087
				Car park	The Ghyll	£9,165			£9,165
				Deer / rabbit fence		£2,872			£2,872
				Footbridge x2	Country Park	£7,000			£7,000
				Footbridge x2	The Ghyll	£7,000			£7,000
				Footpath	Green Lane	£3,000			£3,000
				Garden of remembrance wall	Herne Cemetery	£3,530			£3,530
				Hanging basket brackets		2000			£2,000
				Litter bins x 23		£13,800			£13,800
				Notice boards x 6		£8,400			£8,400
	31/03/2009			Owlsbury water supply (toilet?)		£4,000			£4,000
				Park benches x 23		£16,100			£16,100
				Parking area	Alderbrook	£31,590			£31,590
	31/03/2009			Perimeter path	Goldsmiths	£49,590			£49,590
				Perimeter path	Wolfe Recreation Ground	£23,295			£23,295
				Poster boards x 14 A1 +2 larger	Various - See note	£18,200			£18,200
				Street lights		£249,311			£249,311
	31/03/2009			Track	Country Park	£19,380			£19,380
	31/03/2005			Water feature	Canada Green	£5,271			£5,271
	01/01/2009	Linpac Environmental		Water harvesting	Wolfe Recreation Ground	£2,683			£2,683
	01/04/2011	Sustainable		Classic picnic bench		£890			£890
	01/03/2012	Coppard		Pedestrian path	The Ghyll	£928			£928
	01/03/2012	Coppard		Safety Barrier for car park	The Ghyll	£950			£950
	01/11/2011	JAKK Country Furniture		Tree seat	Chapel Green	£1,755			£1,755
	23/05/2012	Warren Drive		Car park	Owlsbury	£11,480			£11,480
	16/05/2012	Jacksons		Fencing mini-railway	Goldsmiths	£2,646			£2,646
	09/03/2012	High Weald		Interpretation panel frame		£1,740			£1,740
	09/03/2012	Buffalo Designs		Interpretation panel frame		£850			£850
	03/10/2012	Warren Drive		Footpath	Jarvis Brook	£2,840			£2,840
	22/08/2013	M Lane & Sons		Town map notice boards x 5		£4,800			£4,800
	12/11/2014	Allpark Ltd		Swing leaf gates		£1,584			£1,584
	13/07/2015	Warren Drive		New allotments building	Pilmer Road	£12,207			£12,207
	29/03/2019	Taylor		Bespoke Archway		£2,000			£2,000
	29/04/2020	Noticeboard Company	budgets	Notice Board		£672			£672
	16/07/2020	ESCC Highways	8983	Street Light - Columns 5 & 6	Saxonbury Close	£4,027			£4,027
	07/08/2020	ESCC Highways	9063	Street Light - Column 6	Whitehill Road	£2,447			£2,447
	27/11/2020	ESCC Highways	9094	Street Light - Column 1	Bryants Field	£1,779			£1,779
									£0

£602,652	£0	£0	£602,652
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**CROWBOROUGH TOWN COUNCIL ASSET REGISTER- Community assets**

Asset Ref	Date of Purchase	Supplier	Minute Reference	Asset Description	Location	Cost/Proxy Cost 31/03/2021	Additions	Disposals	Cost/Proxy Cost 31/03/2022	Insurance Value
				Chain of Office		£4,000			£4,000	£5,378
		Queensbury Shelters		Conan Doyle statue	Clokes Corner, Crowborough Cross	£46,950			£46,950	£71,837
			8943	Frank Humphrey	Owlsbury Oast, Hadlow Down Road, TN6 3RG	£14,000		£14,000	£0	
				Goldsmiths Indoor Leisure	Goldsmiths Recreation Ground, Eridge Road, TN6 2TN	£1			£1	
	26/08/2015	Access		Lockable display cabinet	Crowborough Community Centre or Town Hall	£622			£622	
						<b>£65,573</b>	<b>£0</b>	<b>£14,000</b>	<b>£51,573</b>	<b>£77,215</b>

CROWBOROUGH TOWN COUNCIL ASSET REGISTER- PLAYGROUNDS

Asset Ref	Date of Purchase	Supplier	Minute Reference	Asset Description	Location	Date last physically checked	Cost/Proxy Cost 31/03/2021	Additions	Disposals	Cost/Proxy Cost 31/03/2022
	19/08/2015	HAGS		Swing/Multi play unit/Zip wire/Balancing beam/Climbing wall/Junior swing/Sand pit/Toddler multi play unit/Springer unit x2	Goldsmiths Recreation Ground	Dec-18	£106,500			£106,500
				/Multi play unit with slide	Goldsmiths Recreation Ground	Dec-18	£7,809			£7,809
	31/03/2006			Model boating lake	Goldsmiths Recreation Ground	Dec-18	£42,100			£42,100
				Miniature railway	Goldsmiths Recreation Ground	Dec-18	£12,475			£12,475
				Petanque piste	Goldsmiths Recreation Ground	Dec-18	£2,500			£2,500
	28/06/2017	Spadeoak		Running tack	Goldsmiths Recreation Ground	Dec-18	£172,948			£172,948
				Goalposts	Goldsmiths Recreation Ground	Dec-18	£2,250			£2,250
				Basketball area	Goldsmiths Recreation Ground	Dec-18	£13,261			£13,261
	28/06/2017	Spadeoak		Netball Court	Goldsmiths Recreation Ground	Dec-18	£15,536			£15,536
	19/03/2014	Sutcliffes		Youth shelter	Goldsmiths Recreation Ground	Dec-18	£9,878			£9,878
	01/12/2018	Playdale		rotaglide	Goldsmiths Recreation Ground	Dec-18	£3,388			£3,388
	22/12/2017	Caloo		Outdoor fitness	Goldsmiths Recreation Ground	Dec-18	£18,000			£18,000
				Half pipe	Skate Park, Goldsmiths Recreation Ground	Dec-18	£33,045			£33,045
				Twin unit/Central low box/End units x 2/Bench x 2	Skate Park, Goldsmiths Recreation Ground	Dec-18	£60,433			£60,433
		Eibe Play		Floor trampoline	Jarvis Brook Recreation Ground	Dec-18	£5,894			£5,894
		Eibe Play		Play house	Jarvis Brook Recreation Ground	Dec-18	£1,146			£1,146
		Eibe Play		Multiple sping rocker	Jarvis Brook Recreation Ground	Dec-18	£2,279			£2,279
		Eibe Play		Four seater seesaw	Jarvis Brook Recreation Ground	Dec-18	£934			£934
		Eibe Play		Toddlers safety seat	Jarvis Brook Recreation Ground	Dec-18	£370			£370
		Eibe Play		Eagle 2 double swing	Jarvis Brook Recreation Ground	Dec-18	£732			£732
		Eibe Play		Playo double swing	Jarvis Brook Recreation Ground	Dec-18	£576			£576
		Eibe Play		Crawling tunnel x 2	Jarvis Brook Recreation Ground	Dec-18	£1,128			£1,128
		Eibe Play		Hill platform	Jarvis Brook Recreation Ground	Dec-18	£1,138			£1,138
		Eibe Play		Pretoria play system	Jarvis Brook Recreation Ground	Dec-18	£7,684			£7,684
		Eibe Play		Steel slide	Jarvis Brook Recreation Ground	Dec-18	£1,197			£1,197
		Eibe Play		Jupiter carousel	Jarvis Brook Recreation Ground	Dec-18	£1,917			£1,917
		Eibe Play		Eagle swing	Jarvis Brook Recreation Ground	Dec-18	£1,625			£1,625
		Eibe Play		Landscaping seats and bins	Jarvis Brook Recreation Ground	Dec-18	£32,788			£32,788
		Eibe Play		MUGA	Jarvis Brook Recreation Ground	Dec-18	£34,640			£34,640
		Wheelscape		Skate Park	Jarvis Brook Recreation Ground	Dec-18	£60,000			£60,000
				MUGA/Zip wire/ Swing/Tyre swing/Climbing net/Basketball unit/Toddler swing/Spring unit/Stepping stones/Multi play unit/Picnic area	Adams Field Recreation Ground	Dec-18	£140,354			£140,354
				Zip wire/ Tyre swing/ Swall swing/Roundabout/Climbing unit/Small unit with slide/Small bridge/Spinner/Large stones	Wolfe Recreation Ground	Dec-18	£82,242			£82,242
				Goalposts	Wolfe Recreation Ground	Dec-18	£2,250			£2,250
	06/08/2014	Proludic		Primo goal end	Wolfe Recreation Ground	Dec-18	£3,515			£3,515
	06/08/2014	Proludic		Sand digger	Wolfe Recreation Ground	Dec-18	£1,825			£1,825
	06/08/2014	Proludic		Sand factory	Wolfe Recreation Ground	Dec-18	£7,375			£7,375
	06/08/2014	Proludic		Inclusive wheelspin	Wolfe Recreation Ground	Dec-18	£5,495			£5,495
	06/08/2014	Proludic		Playsand	Wolfe Recreation Ground	Dec-18	£1,960			£1,960
	06/08/2014	Proludic		Surfaces	Wolfe Recreation Ground	Dec-18	£5,194			£5,194
	06/08/2014	Proludic		Edging / stockading	Wolfe Recreation Ground	Dec-18	£3,596			£3,596
	06/08/2014	Proludic		Installation	Wolfe Recreation Ground	Dec-18	£7,383			£7,383
	22/10/2017	Caloo		Adult Gym	Wolfe Recreation Ground	Dec-18	£5,000			£5,000
				Stepping stones/Balance beam/Swing/Play unit with slide	Silver Jubilee Recreation Ground	Dec-18	£25,018			£25,018
		G L Jones		Inclusive roundabout	Silver Jubilee Recreation Ground	Dec-18	£16,400			£16,400
							<b>£961,778</b>	<b>£0</b>	<b>£0</b>	<b>£961,778</b>



**CROWBOROUGH TOWN COUNCIL ASSET REGISTER-Grounds Equipment**

Asset Ref	Date of Purchase	Supplier	Minute Reference	Asset Description	Location	Custodian	Condition	Date last physically checked	Cost/Proxy Cost 31/03/2021	Additions	Disposals	Cost/Proxy Cost 31/03/2022	Insurance Value	Life Expectancy
001	2006			John Deer 1400T GX06 GYK	Wolfe Yard		BER	Sep-21	£15,144			£15,144		8 years
002	2007			John Deer 2320 Mini GX07 GDE	Wolfe Yard		Average	Sep-21	£16,950			£16,950		8 years
003	2005			Land Rover GY05 SKV	Wolfe Yard		Average	Sep-21	£16,931			£16,931		15 years
Disposed	2009			Transit crewcab AD08 OWY	Disposed		Disposed	Jan-20	£15,585		£15,585	£0		10 years
004	30/04/2013	Godfreys		Outfront ride on mower GX13 EKG	Wolfe Yard		Poor	Sep-21	£20,000			£20,000		8 years
005	25/03/2015			Transit Courier Van GX15 YKW	Wolfe Yard		Poor	Sep-21	£11,678			£11,678		10 years
006	29/11/2017			Case Farnall tractor EU67 BYC	Wolfe Yard		Good	Sep-21	£56,491			£56,491		8 years
007	01/09/2016	Birchwood Ford		Ford Transit 3 way tipper GU66GZZ	Wolfe Yard		Average	Sep-21	£21,939			£21,939		10 years
				CCTV equipment - Wolfe	Wolfe Recreation Ground		Good	Sep-21	£10,000			£10,000		10 years
				Town Centre CCTV				Jan-20	£100,745			£100,745	£68,313	
008				Jet washer	Wolfe Yard		Poor	Sep-21	£2,607			£2,607		5 years
009				Billygoat hoover	Wolfe Yard		Average	Sep-21	£1,953			£1,953		5 years
010				Tractor pull brush	Wolfe Yard		Good	Sep-21	£2,000			£2,000		10 years
011	2010	Sisis		Quadraplay	Wolfe Yard		Average	Sep-21	£2,175			£2,175		10 years
012	26/04/2010	Haynes		Mconnel PA47 E Flail	Wolfe Yard		Average	Sep-21	£14,290			£14,290		10 years
013	2010	Godfreys		Vert-drain (Charterhouse) 7521	Wolfe Yard		Average	Sep-21	£24,835			£24,835		10 years
014	2010	Godfreys		Topdresser 2010	Wolfe Yard		Good	Sep-21	£9,395			£9,395		10 years
015				Honda Self Propelled mower	Wolfe Yard		Average	Sep-21	£3,124			£3,124		5 years
	16/07/2012	Gibbons		Kitchen at messroom	Wolfe Yard		Poor	Sep-21	£4,500			£4,500		10 years
016	21/06/2013	Wealden District Council		Gritter (second hand) Snow EX	Wolfe Yard		Poor	Sep-21	£2,000			£2,000		10 years
	28/06/2013			Strimmer	Missing		Missing	Jan-20	£1,050		£1,050	£0		8 years
	27/11/2013	Jacksons Fine Fencing		Height barriers				Jan-20	£1,948			£1,948		
017	13/02/2014			Tipper trailer	Wolfe Yard		Average	Sep-21	£3,880			£3,880		10 years
	11/06/2014	Haynes		Commercial sweeper	Missing		Missing	Jan-20	£1,553		£1,553	£0		
018/019	07/01/2015	Safety Store		Shelves for corrosive materials	Wolfe Yard		Good	Sep-21	£1,140			£1,140		10 years
	22/01/2015			Workbench / lockers	Wolfe Yard		Good	Sep-21	£1,152			£1,152		10 years
	15/04/2015	T & T		Brush cutter	Missing		Missing	Jan-20	£1,098		£1,098	£0		
	15/04/2015	Cloves Land Associates		Polytunnels x 2	Pilmer Allotments		Average	Sep-21	£2,957			£2,957		10 years
	24/11/2016	Action Environmental		New pump - Wolfe	Wolfe Toilet		Average	Sep-21	£1,058			£1,058		10 years
020	2012			Sprayer tank & boom	Wolfe Yard		Average	Sep-21	£500			£500		10 years
021	2012			Trailer Bowser Tank	Wolfe Yard		Poor	Sep-21	£500			£500		10 years
022		Briggs & Statton		Generator	Wolfe Yard		Average	Sep-21	£500			£500		5 years
023	2017			Hover mower	Wolfe Yard		Average	Sep-21	£500			£500		5 years
				Blowers x 2	Missing		Missing	Jan-20	£1,000		£1,000	£0		
024	05/02/2019	Burden Bros (Trimax)		Pegasus Roller Mower	Wolfe Yard		Good	Sep-21	£24,300			£24,300		8 years
025	18/02/2020	Hendi Ford		Ford Connect Van GP69 DLK	Wolfe Yard		Good	Sep-21	£14,368			£14,368		10 years
026	11/07/2019	Rytec	8781	Flayl Mower C2000CHS	Wolfe Yard		Good	Sep-21	£8,500			£8,500		8 years
027	30/09/2020	P P Estates	8973	Stihl AR1000 Backpack battery + Charger	Wolfe Yard		Good	Sep-21	£563			£563		5 years
028	30/09/2020	P P Estates	8973	Stihl AR1000 Backpack battery + Charger	Wolfe Yard		Good	Sep-21	£563			£563		5 years
029	30/09/2020	P P Estates	8973	Stihl AR1000 Backpack battery + Charger	Wolfe Yard		Good	Sep-21	£563			£563		5 years
030	26/03/2021	Vic Young	9193	Nissan E-NV200 - SN21 EKE	Wolfe Yard		Good	Sep-21	£32,101			£32,101		10 years
031	17/06/2021	Birchwood Ford	9192	Ford Transit Van GU21 UCF	Wolfe Yard		Good	Sep-21		£27,197		£27,197		10 years
032	14/07/2021	Hugh Page	9464	Kubota F3090 EU Ride on Mower & Cutting	Wolfe Yard		Good	Sep-21		£19,128		£19,128		8 years
033	22/07/2021	Hugh Page	9358	Kubota G261 High Dumper	Wolfe Yard		Good	Sep-21		£15,687		£15,687		8 years
034	19/08/2021	Rigby Taylor	9484	Tiny Sport Robot Line Marker	Not received from supplier at time of audit					£19,435		£19,435		8 years
035				Spring tine harrow	Wolfe Yard		Average	Sep-21						10 years
036				Triple Cylinder Trailed mower	Wolfe Yard		Poor	Sep-21						8 years
037	2019			Chem Store	Wolfe Yard		Good	Sep-21						10 years

Small Value Equipment-Non Balance Sheet over £500

Stock take Jan 2020

Number	Description	Acquisition Date	Condition	Supplier	Cost/Proxy Cost 31/03/2021	Additions	Disposals/ Removed from Agar	Cost/Proxy Cost 31/03/2022
OO08	Generator				£500			£500
OO29	Chainsaw Head			Hugh Page	£500			£500
O133	Chainsaw Head			Hugh Page	£500			£500
O109	Stihl Hedgecutter - double sided			Hugh Page	£600			£600
O110	Stihl Hedgecutter - double sided			Hugh Page	£600			£600
O111	Stihl Hedgecutter - double sided			Hugh Page	£600			£600
O116	Small Marquee		poor		£700			£700
	Large Marquee		poor		£1,500			£1,500
O137	Basket Watering System	Feb-12		SCH Supplies	£1,005			£1,005
OO73	Garden Mower	23.5.2012		Hugh Page	£996			£996
	Water Harvest Tank	2.5.2012		Leaffield Engineering	£902			£902
	Water Harvest Tank				£902			£902
	Platform Step Ladder	27 7 2012		T & T	£795			£795
O140	Stihl strimmer FS 460 C				£700			£700
O141	Stihl strimmer FS 460 C				£700			£700
	Stihl strimmer FS 460 C				£700			£700
	Stihl strimmer FS 460 C				£700			£700
	Stihl strimmer FS 460 C				£700			£700
	Stihl strimmer FS 460 C				£700			£700
	Stihl strimmer FS 460 C				£700			£700
O112	Stihl Pole Saw HT101				£700			£700
					£15,700	£0	£0	£15,700

## Small Value Equipment-Non Balance Sheet under £500

Stock take Jan 2020

Number	Description	Acquisition Date	Condition	Supplier	Cost/Proxy Cost 31/03/2021	Additions	Disposals	Cost/Proxy Cost 31/03/2022
O107	Stihl chainsaw 24"			Hugh Page	£400			£400
O108	Stihl chainsaw 18"			Hugh Page	£400			£400
O105	Hedge Cutter HEAD			Hugh Page	£450			£450
O114	Hedge Cutter HEAD			Hugh Page	£450			£450
O106	Hedge Cutter HEAD			Hugh Page	£450			£450
OO52	Tiller - Honda			Hugh Page	£400			£400
OO58	FS200 Strimmer			Hugh Page	£350			£350
OO86	Small angle grinder (May 2010)				£70			£70
	Trundle Pot White Liner				£208			£208
O136	Honda Water Pump	Aug-11		Hugh Page	£333			£333
	Alarm System - Depot	25 5 2012		Peter Brown	£314			£314
	Pond Filter- Goldsmiths	14 7 2012		Colin Watts	£186			£186
O122	Stihl Blower				£300			£300
	Stihl Blower				£300			£300
	Stihl Blower				£300			£300
O117	Hitachi SDS Drill			T & T	£301			£301
	Hitachi SDS Drill				£300			£300
O102	Stihl combi multi tool engine KM90R				£300			£300
O138	Stihl combi multi tool engine KM90R				£300			£300
OO20	Stihl combi multi tool engine KM90R				£300			£300
O103	Stihl combi multi tool engine KM90R				£300			£300
OO89	Hitachi cordless 18v drill				£200			£200
O121	Hitachi large angle grinder				£300			£300
	Hitachi large angle grinder				£300			£300
	Makita 18v drill and impact driver duo set	21/11/2019	new	Travis	£280			£280
	oil filled heater x2	15/11/2019	new		£120			£120
	A frame tri pod ladder	22/10/2019	new	TUD01	£235			£235
	Step ladder	22/10/2019	new	TUD02	£118			£118
	tripple ladder	22/10/2019	new	TUD03	£200			£200
	fridge for Groundstaff	23/10/2019	new		£160			£160
	tools & boxes for vans	20/05/2019	new	Halfords	£378			£378
	tools & boxes for vans	20/05/2019	new	Halfords	£378			£378
	tools & boxes for vans	20/05/2019	new	Halfords	£378			£378
	Stihl Cordless Li-Ion Grass trimmer and brush cutter FSA 130	31/01/2020	new	Hugh Paige	£317			£317
	Stihl Cordless Li-Ion Grass trimmer and brush cutter FSA 131	31/01/2020	new	Hugh Paige	£317			£317
	Stihl Cordless Li-Ion Hedge trimmer HSA 94 T 24" bar	31/01/2020	new	Hugh Paige	£339			£339
	Stihl Cordless Li-Ion Hedge trimmer HSA 94 T 24" bar	31/01/2020	new	Hugh Paige	£339			£339
	Stihl Cordless Li-Ion Telescopic Long-reach hedge trimmer HLA85	31/01/2020	new	Hugh Paige	£293			£293
	Stihl Cordless Li-Ion Telescopic Long-reach hedge trimmer HLA86	31/01/2020	new	Hugh Paige	£293			£293
	Stihl Cordless Li-Ion High Power Blower BGA 100	31/01/2020	new	Hugh Paige	£233			£233
	AR 1000 Backpack Battery	31/01/2020	new	Hugh Paige	£475			£475
	AR 1000 Backpack Battery	31/01/2020	new	Hugh Paige	£475			£475
	AL 500 Quick Charger	31/01/2020	new	Hugh Paige	£88			£88
	AL 500 Quick Charger	31/01/2020	new	Hugh Paige	£88			£88
	Pole Pruner	04/12/2019	new	Hugh Paige	£163			£163
	back pack blower	28/02/2020	new	Hugh Paige	£450			£450
	cordless chain saw and Treehog	05/03/2020	new	Iambeng	£320			£320
	Floodlight - running track	10/09/2020			£290			£290
	AR1000 Battery x 3 - £459 each	30/09/2020	new	P P Estates	£1,377			£1,377
	Stihl AL50 quick charger x 3 - £85 each	30/09/2020	new	P P Estates	£255			£255
	Stihl KMA130R x 2 - £280.50 each	30/09/2020	new	P P Estates	£561			£561
	Stihl FSA130 x 3 - £306 each	30/09/2020	new	P P Estates	£918			£918
	Salt Spreader	18/10/2021		Amazon		£277		£277
	No Waiting red cones x 120	27/08/2021		Street Solutions		£570		£570
	TRAFFIC barrier	30/10/2021		Trade UK		£495		£495
	Angle Grinder	18/01/2022		Amazon		£451		£451
	Pressure Washer	19/01/2022		Amazon		£327		£327
	Portable Generator	19/01/2022		Amazon		£480		£480
	Battery chainsaw	25/01/2022		Hugh Paige		£292		£292
	Battery Mower	25/01/2022		Hugh Paige		£445		£445
	Milwaukee Cut off saw body	25/01/2022		Amazon		£498		£498
	Tower Light Shelving	25/01/2022		Trade UK		£467		£467
	Hyundai Wacker Plate	28/01/2022		Amazon		£424		£424
	80 event barriers - £12 each	21/01/2022		Teebone		£960		£960
	Tower Light Shelving	25/01/2022		Trade UK		£467		£467
	Milwaukee Battery Pack	25/01/2022		Amazon		£315		£315
	Bench Grinder	25/01/2022		Amazon		£74		£74
	Milwaukee 6 multibay charger	25/01/2022		Amazon		£100		£100
	5 x Stihl Batteries @ £189 each	07/02/2022		Hugh Paige		£945		£945
	Hover Mower	28/01/2022		Hugh Paige		£460		£460
	Guillotine	14/03/2022		Teabase		£209		£209
					£17,351	£8,256	£0	£25,607

# CROWBOROUGH TOWN COUNCIL ASSET REGISTER-

Asset Register for year ended

31-Mar-22

Description	31 March 2021	Added	Disposals	31 March 2022	
Land & Buildings	£5,369,347	£0	£0	£5,369,347	£0
Office Equipment	£23,546	£2,807	£0	£26,353	£0
Infrastructure Assets	£602,652	£0	£0	£602,652	£0
Community Assets	£51,573	£0	£14,000	£37,573	£0
Playgrounds	£961,778	£0	£0	£961,778	£0
Grounds Equipment	£453,616	£81,448	£20,286	£514,778	£0
<b>Balance Sheet Assets</b>	<b>£7,462,512</b>	<b>£84,255</b>	<b>£34,286</b>	<b>£7,512,481</b>	£0
Small Value Equipment	£15,700	£0	£0	£15,700	£0
<b>Grand Total</b>	<b>£7,478,212</b>	<b>£84,255</b>	<b>£34,286</b>	<b>£7,528,181</b>	£0
Long Term Loans Due	£4,795	£0	£2,700	£2,095	£0
<b>Per Annual Return</b>	<b>£7,483,007</b>	<b>£84,255</b>	<b>£36,986</b>	<b>£7,530,276</b>	£0

**Bank Reconciliation Statement as at 31/03/2022  
for Cashbook 1 - Bank Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Natwest Reserve	31/03/2022	111	592,811.05
NatWest Current Account	31/03/2022	744	150.00
Lloyds Current Account	31/03/2022	46	102,362.71
Lloyds Fixed Deposit 95 day	31/03/2022	1	500,600.10
Nat West 95 day notice account	31/03/2022	27	856,396.34
			<hr/> 2,052,320.20
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			2,052,320.20
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			2,052,320.20
		<b>Balance per Cash Book is :-</b>	<b>2,052,320.20</b>
		<b>Difference is :-</b>	<b>0.00</b>

Crowborough Town Council  
 Council Offices  
 Pine Grove  
 Crowborough  
 East Sussex  
 TN6 1DH

## Your Account

**Sort Code** 30-98-77  
**Account Number** 00476601

## TREASURERS ACCOUNT

01 March 2022 to 31 March 2022

<b>Money In</b>	£0.00	<b>Balance on 01 March 2022</b>	£188,757.15
<b>Money Out</b>	£86,394.44	<b>Balance on 31 March 2022</b>	£102,362.71

## Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
15 Mar 22	BUSINESS CHG CRD 5328660502074193	DD		159.00	188,598.15
16 Mar 22	NEILCOTT CONSTRUCT 300000000907944970	FPO		51,600.00	136,998.15
17 Mar 22	ETC SPORTS SURFACE 200000000901059213 7657	FPO		9,866.64	127,131.51
23 Mar 22	ETC SPORTS SURFACE 100000000904501880 7681	FPO		19,733.28	107,398.23
23 Mar 22	ETC SPORTS SURFACE 400000000912533959 7682	FPO		4,933.32	102,464.91
31 Mar 22	000012	PAY		102.20	102,362.71

## 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			

<b>Account name or alias</b> CTC Savings A/C -95 day	<b>Account number</b> 33665176	<b>Sort code</b> 60-06-27	<b>Account currency</b> GBP
<b>Debit or credit</b> Any	<b>Current cleared balance</b> 856396.34		

Any eligible deposits you hold with us are protected by the Financial Services Compensation Scheme (FSCS). A link to the FSCS Information Sheet and list of exclusions can be found on your digital statement. For further information about the compensation provided by the FSCS, refer to the FSCS website at [www.FSCS.org.uk](http://www.FSCS.org.uk).

The interest rate is 0.20% gross 0.20% AER.  
This is based on the balance of 31st of March 2022.

Date	Type	Transaction details	Debit	Credit	Balance
		<b>Closing balance</b>			<b>856,396.34</b>
31-Mar-2022	INT	31MAR GRS 33665176		145.45	856,396.34
		<b>Opening balance</b>			<b>856,250.89</b>
<b>Totals</b>			<b>0.00</b>	<b>145.45</b>	





<b>Account name or alias</b> CTC Savings A/C- Sweeping	<b>Account number</b> 33613257	<b>Sort code</b> 60-06-27	<b>Account currency</b> GBP
<b>Debit or credit</b> Any	<b>Current cleared balance</b> 592811.05		

Any eligible deposits you hold with us are protected by the Financial Services Compensation Scheme (FSCS). A link to the FSCS Information Sheet and list of exclusions can be found on your digital statement. For further information about the compensation provided by the FSCS, refer to the FSCS website at [www.FSCS.org.uk](http://www.FSCS.org.uk).

The interest rate is 0.01% gross 0.01% AER.  
This is based on the balance of 31st of March 2022.

Date	Type	Transaction details	Debit	Credit	Balance
		<b>Closing balance</b>			<b>592,811.05</b>
31-Mar-2022		FROM 60803959		505.25	592,811.05
31-Mar-2022	INT	31MAR GRS 33613257		5.62	592,305.80
30-Mar-2022		FROM 60803959		203.67	592,300.18
29-Mar-2022		FROM 60803959		330.50	592,096.51
28-Mar-2022		TO 60803959	-49,357.86		591,766.01
25-Mar-2022		FROM 60803959		6,330.00	641,123.87
24-Mar-2022		TO 60803959	-17,029.78		634,793.87
23-Mar-2022		FROM 60803959		397.00	651,823.65
22-Mar-2022		TO 60803959	-4,588.37		651,426.65
21-Mar-2022		FROM 60803959		615.52	656,015.02
18-Mar-2022		FROM 60803959		1,701.60	655,399.50
17-Mar-2022		TO 60803959	-22,370.54		653,697.90
16-Mar-2022		TO 60803959	-20,067.48		676,068.44
15-Mar-2022		FROM 60803959		1,020.80	696,135.92
14-Mar-2022		TO 60803959	-435.74		695,115.12
11-Mar-2022		FROM 60803959		16,134.80	695,550.86
10-Mar-2022		FROM 60803959		810.17	679,416.06
09-Mar-2022		FROM 60803959		309.00	678,605.89
08-Mar-2022		FROM 60803959		2,202.00	678,296.89
07-Mar-2022		FROM 60803959		329.56	676,094.89
04-Mar-2022		FROM 60803959		315.75	675,765.33
03-Mar-2022		FROM 60803959		231.00	675,449.58
02-Mar-2022		FROM 60803959		198.00	675,218.58
01-Mar-2022		FROM 60803959		639.50	675,020.58
		<b>Opening balance</b>			<b>674,381.08</b>

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Totals	-113,849.77	32,279.74
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COMMERCIAL BANKING

PRIVATE & CONFIDENTIAL

CROWBOROUGH TOWN COUNCIL
TOWN HALL
THE BROADWAY
CROWBOROUGH
EAST SUSSEX, TN6 1DA

Lloyds Banks plc
8th Floor
33 Old Broad Street
London, EC2N 1HZ

Direct Line: 020 7158 6975
Swift: LOYD GB 22 TSY
E-mail: CBMO.MMTradeSupport@lloydsbanking.com

DEPOSIT ACCOUNT STATEMENT

From 28/02/2022 to 31/03/2022

1 April 2022

Account: 95 Day Notice Short Identification: CROWBOROTC
Account Identification: CROWBOROTC Statement: 7
Interest Rate on 31/03/2022: 0.1% Interest Payment Frequency: Daily
Currency: GBP Statement Frequency: Monthly

Page 1 of 2

Table with 6 columns: Entry Date, Value Date, Narrative, Transaction Reference, Entries, Balance. Contains transaction history for interest payments from Feb to Mar 2022.

Entry Date	Value Date	Narrative	Transaction Reference	Entries	Balance
22-Mar-22	23-Mar-22	Interest Payment		1.37 CR	500,589.14 CR
23-Mar-22	24-Mar-22	Interest Payment		1.37 CR	500,590.51 CR
24-Mar-22	25-Mar-22	Interest Payment		1.37 CR	500,591.88 CR
25-Mar-22	28-Mar-22	Interest Payment		4.11 CR	500,595.99 CR
28-Mar-22	29-Mar-22	Interest Payment		1.37 CR	500,597.36 CR
29-Mar-22	30-Mar-22	Interest Payment		1.37 CR	500,598.73 CR
30-Mar-22	31-Mar-22	Interest Payment		1.37 CR	500,600.10 CR
31-Mar-22	CLOSING BALANCE				500,600.10 CR

Should you have any queries about the content of this letter, please email us at [CBMO.MMTradeSupport@lloydsbanking.com](mailto:CBMO.MMTradeSupport@lloydsbanking.com). Alternatively, you can telephone us on 0207 158 6975.

Deposits held with us are covered by the Financial Services Compensation Scheme (FSCS), subject to eligibility criteria.

Not all Lloyds Banking Group customers will be covered and we will write to you if we believe you are NOT covered by the scheme. Please refer to the information sheet and exclusions list at:- <https://commercialbanking.lloydsbank.com/important-information/commercial-banking-regulatory-information/>

For further information about the compensation provided by the FSCS, refer to the FSCS website at [www.FSCS.org.uk/](http://www.FSCS.org.uk/)

For further information please visit our website at [www.Lloydsbank.com/Business](http://www.Lloydsbank.com/Business)



**PWLB lending facility**

BALANCE OUTSTANDING AS AT 31 Mar 2022

6 April 2022

CROWBOROUGH TC (E SUSSEX)

LOAN REFERENCE NUMBER	REPAYMENT DATES	LOAN TYPE	REPAYMENT METHOD	PRINCIPAL BALANCE OUTSTANDING (£)
PW491397	27 Mar - 27 Sep	FIXED	ANNUITY	£33,201.54
PW498941	18 Feb - 18 Aug	FIXED	ANNUITY	£567,165.69
PW499357	18 Feb - 18 Aug	FIXED	ANNUITY	£233,876.09
PW504938	13 May - 13 Nov	FIXED	ANNUITY	£851,132.66
PW507949	26 Apr - 26 Oct	FIXED	ANNUITY	£1,363,812.74
PW494541	27 Mar - 27 Sep	FIXED	ANNUITY	£45,800.93
PW496912	27 Mar - 27 Sep	FIXED	ANNUITY	£131,543.46
PW495348	18 Feb - 18 Aug	FIXED	ANNUITY	£88,789.36
<b>TOTAL OUTSTANDING BALANCE:</b>				<b>3,315,322.47</b>
<b>TOTAL NUMBER OF LOANS:</b>				<b>8</b>

This report reflects scheduled transactions only, as such, early or late repayments are not reflected. Please contact [pwlb@dmo.gov.uk](mailto:pwlb@dmo.gov.uk) if you have any queries.

**Crowborough Town Council Loan Summary**

**ESCC**

**PWLB**

Purpose	Nominal Code	Loan Number	Date Borrowed	Interest Rate	Maturity Date	Original Amount	Balance Outstanding 31/03/2022	Payments	Dates paid
								Capital & Interest	
Purchase of Summersales and development of land	<b>4950/109</b>	495348	18/02/2009	4.06%	18/02/2029	£200,000	£88,789.36	£14,699.34	18th February & 18th August
Community Centre 1	<b>4175/109</b>	498941	18/08/2011	3.75%	18/08/2031	£1,000,000	£567,165.69	71,518.26	
Community Centre 2	<b>4175/109</b>	499357	18/02/2012	3.45%	18/02/2032	£400,000	£233,876.09	27,852.68	
Purchase of land at the Ghyll and MOD	<b>4950/109</b>	491397	2006	4.50%	27/03/2026	£120,000	£33,201.54	£9,162.56	27th March & 27th September
Purchase of Owsbury land	<b>4950/109</b>	494541	2008	4.53%	27/03/2028	£115,000	£45,800.93	£8,803.46	
Development of Goldsmiths including public toilets, play area, skate park, running track & perimeter path	<b>4950/109</b>	496912	27/03/2010	4.62%	27/03/2035	£200,000	£131,543.46	£13,572.74	
Pine Grove 1	<b>4951/109</b>	504938	13/05/2016	2.57%	13/05/2036	£1,100,000	£851,132.66	£70,685.60	26th April & 26th October
Pine Grove - development of former Council Offices	<b>4951/109</b>	507949	26/10/2018	2.51%	25/10/2038	£1,550,000	£1,363,812.74	£99,048.54	13th May & 13th November
							£3,315,322.47		
Pine Grove	<b>4949/109</b>		23/04/2018	3.00%	23/03/2028	£250,000	£0.00	£1,875.00	monthly
					<b>Total</b>		<b>£3,315,322.47</b>	<b>£317,218.18</b>	

# Annual Governance and Accountability Return 2021/22 Form 2

To be completed only by Local Councils, Internal Drainage Boards and other smaller authorities\* where the higher of gross income or gross expenditure was £25,000 or less, that meet the qualifying criteria, and that wish to CERTIFY themselves as EXEMPT from a limited assurance review

## Guidance notes on completing Form 2 of the Annual Governance and Accountability Return 2021/22

1. Every smaller authority in England where the higher of gross income or gross expenditure was £25,000 or less **must**, following the end of each financial year, complete Form 2 of the Annual Governance and Accountability Return in accordance with *Proper Practices*, unless the authority:
  - a) does not meet the qualifying criteria for exemption; or
  - b) does not wish to certify itself as exempt
2. Smaller authorities where the higher of all gross annual income or gross annual expenditure **does not exceed** £25,000 and that meet the qualifying criteria as set out in the Certificate of Exemption **are able to declare themselves exempt** from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review **provided** the authority **completes**:
  - a) The **Certificate of Exemption**, page 3 and returns a copy of it to the external auditor **either** by email or by post (not both) **no later than 30 June 2022**. Failure to do so will result in reminder letter(s) for which the Authority will be charged £40 +VAT for each letter; and
  - b) The **Annual Governance and Accountability Return (Form 2)** which is made up of:
    - **Annual Internal Audit Report (page 4)** must be completed by the authority's internal auditor.
    - **Section 1 – Annual Governance Statement (page 5)** must be completed and approved by the authority.
    - **Section 2 – Accounting Statements (page 6)** must be completed and approved by the authority.**NOTE: Authorities certifying themselves as exempt SHOULD NOT send the completed Annual Governance and Accountability Return to the external auditor.**
3. The authority **must** approve Section 1 Annual Governance Statement before approving Section 2 Accounting Statements and both **must** be approved and published on the authority website/webpage **before 1 July 2022**.

## Publication Requirements

Smaller authorities **must** publish various documents on a publicly available website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities. These include:

- **Certificate of Exemption**, page 3
- **Annual Internal Audit Report 2021/22**, page 4
- **Section 1 – Annual Governance Statement 2021/22**, page 5
- **Section 2 – Accounting Statements 2021/22**, page 6
- Analysis of variances
- Bank reconciliation
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

## Limited Assurance Review

Any smaller authority may request a limited assurance review. If so, the authority should not certify itself as exempt or complete the Certificate of Exemption. Instead it should complete Form 3 of the AGAR 2021/22 and return it to the external auditor together with the supporting documentation requested by the external auditor. The cost to the authority for the review will be **£200 +VAT**.

Provided that the authority certifies itself as exempt, and completes and publishes the documents listed under 'Publication Requirements', there is no requirement for the authority to have a review.

If it decides to certify itself as exempt, the authority must complete and return the Certificate of Exemption on Page 3 to the external auditor to confirm that it has certified itself exempt.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

## Guidance notes on completing Form 2 of the Annual Governance and Accountability Return (AGAR) 2021/22, Sections 1 and 2

- An authority that wishes to declare itself exempt from the requirement for a limited assurance review must do so at a meeting of the authority after 31 March 2022. It should not submit its Annual Governance and Accountability Return to the external auditor. However, as part of a more proportionate regime, the authority **must** comply with the requirements of the Transparency Code for Smaller Authorities.
- The Certificate of Exemption must be returned to the external auditor no later than **30 June 2022**. Reminder letters will incur a charge of £40 +VAT for each letter.
- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR and the Certificate of Exemption. Proper Practices are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. Avoid making amendments to the completed annual return. Any amendments must be approved by the authority and properly initialled.
- Use the checklist provided below to review the AGAR for completeness at the meeting at which it is signed off.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- The authority must publish numerical and narrative explanations for significant variances in the accounting statements on **page 6**. Guidance is provided in the *Practitioners' Guide\** which may assist.
- Make sure that the accounting statements add up and the balance carried forward from the previous year (Box 7 of 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish, on the authority website/webpage, the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2022**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes been completed?		
	Have the dates set for the period for the exercise of public rights been published?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', is an explanation available for publication?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Is an explanation of any difference between Box 7 and Box 8 available, should a question be raised by a local elector and/or an interested party?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? ( <i>Local Councils only</i> )		

\**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)



## Certificate of Exemption – AGAR 2021/22 Form 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2022, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2022 and a completed Certificate of Exemption is submitted no later than **30 June 2022** notifying the external auditor.

ENTER NAME OF AUTHORITY

certifies that during the financial year 2021/22, the higher of the authority's total gross income for the year **or** total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2021/22:

ENTER AMOUNT £00,000

Total annual gross expenditure for the authority 2021/22:

ENTER AMOUNT £00,000

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority **is unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Form 3 to the external auditor to undertake a limited assurance review for which a fee of **£200 +VAT** will be payable.

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

- The authority was in existence on 1st April 2018
- In relation to the preceding financial year (2020/21), the external auditor **has not**:
  - issued a public interest report in respect of the authority or any entity connected with it
  - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
  - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
  - commenced judicial review proceedings under section 31(1) of the Act
  - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

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

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage\* before 1 July 2022.

**By signing this certificate you are also confirming that you are aware of this requirement.**

Signed by the Responsible Financial Officer

Date

SIGNATURE REQUIRED

DD/MM/YYYY

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

DD/MM/YYYY

Signed by Chairman

Date

SIGNATURE REQUIRED

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Generic email address of Authority

ENTER AUTHORITY OWNED GENERIC EMAIL ADDRESS

Telephone number

TELEPHONE NUMBER

\*Published web address

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

**ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2022. Reminder letters incur a charge of £40 +VAT**

# Annual Internal Audit Report 2021/22

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic bank account reconciliations were properly carried out during the year.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")</i>			
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .			
N. The authority has complied with the publication requirements for 2020/21 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

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

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

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

### Other information required by the Transparency Code (not part of the Annual Governance Statement)

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

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

## Section 2 – Accounting Statements 2021/22 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
<b>1.</b> Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
<b>2.</b> (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
<b>3.</b> (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
<b>4.</b> (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
<b>5.</b> (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
<b>6.</b> (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
<b>7.</b> (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
<b>8.</b> Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
<b>9.</b> Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
<b>10.</b> Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
<b>11.</b> (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
			<i>The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED