

Section 1 – Annual Governance Statement 2023/24

AL

We acknowledge as the members of:

HURWORTH PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, 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>
			✓	

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

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

2/5/2024

and recorded as minute reference:

MAY 21.23

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

Chair

Clerk

AL

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Attachment 1.2

Explanation of significant variances in the accounting statements – AGAR Section 2

Parish Council name: Hurworth Parish Council

Please explain any variances of more than 15% between the totals for individual boxes in Section 2. We do not require explanations for variances of less than £200; however, in some cases there may be 'compensating' variances which leave the overall total for a box relatively unchanged – e.g. where there was a major one-off project in one year (e.g. contribution to village hall extension of £30,000), but a totally different expense of a similar size in the next (e.g. purchase of playground equipment of £28,000). In such cases, it would be helpful to provide an explanation of movements within each box. We also ask you to explain any change where there is a movement to or from zero. Please either use the proforma below, or complete a separate schedule if more space is required.

Section 2	2022/23 £	2023/24£	Variance (+/-) £	Detailed explanation of variance (for each reason noted please include monetary values (to nearest £100))
Box 2 <i>Precept</i>	59000	59000	0	
Box 3 <i>Other income</i>	22441	12786	-9655	In 2022-23 we received a grant for £10,000 to resurface the skateboard rink. No similar grants in 2023-24
Box 4 <i>Staff costs</i>	24873	25616	743	Minimal wage increase part-way through the 2023-24 year.
Box 5 <i>Loan interest/capital</i>	517	517	0	
Box 6 <i>Other payments</i>	53746	43399	-10347	Reduction of maintenance repairs on the building of £5300. Higher cost of filling potholes £1200. Expenditure. Section 137 down by £7374.

Box 7 <i>Balances carried forward</i>	76795	79048	2253	Our final accounts showed a surplus of £2253, from the variances, as shown above.
Box 9 <i>Fixed assets & long-term assets</i>	34507	34507	0	
Box 10 <i>Total borrowing</i>	2392	2071	£ 0:00 321	2 Payments made to Reduce the Balance on PwLB.

Variance Statement Year to 31st March 2024				
	2022-23	2023-24	Variance	Comments
Sals & NI	24872.63	25616.04	743.41	Minimum wage increase
General Exs	3783.00	5068.21	1285.21	
Trees	5470.00	1888.00	-3582.00	Still below budget, due to goos housekeeping over many years. Also no Tree survey in 2023
Open Spaces	4853.08	1917.42	-2935.66	Very little work carried out
Section 137	15770.91	8397.00	-7373.91	Community support given but no Royal family events
Projects	8846.04	9088.34	242.30	
Repairs and Maint.	8290.16	2931.21	-5358.95	New heading created to distinguish Hurworth Grange support - see below
Newsletters	1394.50	2090.88	696.38	One more newsletter this year, moving to 3 in coming year.
Pathways	150.00	553.52	403.52	Increased maintenance due to bad weather
Allotments	1231.36	848.91	-382.45	New shed was planned but not constructed.
Highways	967.60	1933.63	966.03	Repairing pothole on Village Green area - many more potholes this year.
Handyman	430.00	630.00	200.00	
VAT	2010.00	1047.84	-962.16	Less projects
Capital Expend	1016.00	517.24	-498.76	Only Works Loan repayments
Training	50.00		-50.00	
Hurworth Grange support		7004.21	7004.21	New heading
Total Expenditure	79135	69532	-9603	
Revenue				
Allotment Rent	1100.00	1120.00	20.00	
VAT Refund	1885.16	2097.59	212.43	Variable
Litter Picker Refund	6402.95	6981.47	578.52	Higher salary recovered
Grants received	10000.00	1540.00	-8460.00	Only one small grant received
Misc Receipt	2747.29		-2747.29	No receipts
Rent	100	100.00	0.00	
Bank interest	205	946.47	741.47	Higher bank rate
	22440	12786	-9655	

Attachment 2

Local Council name: **Hurworth Parish Council**

Confirmation of contact details

Please confirm the contact details for the Clerk, RFO (if not the clerk) and Chair, to assist us in ensuring that our records are kept up to date:

Clerk's name: Peter Allan	RFO's name (if not clerk):	Chair's name: Andrew Leigh
Clerk working hours (e.g. Mon-Fri 9-5pm) 20 hours per week Tuesday in office 9.30am – 2.30pm	RFO working hours (e.g. Mon-Fri 9-5pm)	
Parish Council registered address Hurworth Grange, 41 Hurworth Road, Hurworth Darlington DL22BN	Parish Council registered address: Hurworth Grange, 41 Hurworth Road, Hurworth Darlington DL22BN	Chair contact postal and email address: 42 Friars Padon, Hurworth, Darlington. Email andrew1279@hotmail.co.uk
Telephone: Primary contact number: 07792905347 Mobile/Alternative number: 01325722171	Telephone: Primary contact number: 07792905347 Mobile/Alternative number: 01325722171	Telephone: Primary contact number: 07779 628587 Mobile/Alternative number: 07779 628587
E-mail address for the Council/Meeting (please do not provide a personal e-mail address unless the clerk / RFO does not have a Council/Meeting e-mail address). enquiries@hurworthparishcouncil.org.uk		

Please return this form via email together with the

Annual Governance & Accountability Return and other information requested