



Bude-Stratton Town Council
Parkhouse Centre
Ergue-Gaberic Way
Bude
EX23 8LD
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To all members of the **Town Council**

Dear Councillor

You are summoned to attend a meeting of the **Full Council** in the **Conference Room**, The Parkhouse Centre, Bude on **Thursday 1st June 2023 at 6.00pm** for the purpose of transacting the under mentioned business.

Keith Cornwell –Town Clerk & RFO
Date of issue – 25th May 2023

AGENDA

1. To receive and accept apologies for absence
2. To receive declarations of registered and non-registered disclosable pecuniary interests and non-registerable interests
3. Dispensations: to consider requests for dispensations
4. Minutes – Full Council: To receive, confirm and sign the Minutes of the Full Council Meeting held on 4th May 2023
 - b) Minutes – Committees: To receive and note the Minutes of the Committee Meetings listed below (acting under delegated authority)
 - i) Planning Committee – 10th & 24th May 2023
 - ii) Oversight Committee –25th May 2023
 - iii) Staffing Committee –25th May 2023
 - vi) Properties Committee – 24th May 2023
5. Correspondence received
6. Opportunity for Cornwall Councillors present to discuss Cornwall Council issues relevant to BSTC
7. Public participation – for public present to make comments concerning the business of the current Council
8. To discuss the consultation on the closure of Abbeyfield House, Burn View
9. Town Team - Consultation arrangements
10. To agree the Summer Activity programme and approve the use of the budget
11. Year-end accounts approval:
 - (i) To consider and note the year-end Internal Audit Report 2022/23
 - (ii) To consider and note the 2022/23 year-end budget reports

- (iii) To approve reserve movements for the year ended 31st March 2023 and the allocation of reserves for the start of the 2023/24 accounting year
 - (iv) To approve the Asset Register at the year-end 2022/23
 - (v) To approve the Chair's signing of the year-end bank reconciliation
 - (vi) Consideration and approval of the 'Annual Governance Statement 2022/23 for the Annual Return for the year ended 31st March 2023
 - (vii) Consideration and approval of the 'Accounting statements 2022/23 for the Annual Return for the year ended 31st March 2023
12. To approve the Properties Committee to spend up to £20,000 of the Projects Reserve on 1 Lords Court.
 13. To consider and approve the Council's insurance arrangements
 14. To appoint a substitute Cllr representative to the Bude Climate Partnership
 15. To confirm the appointment of Emma Mason as the council's Responsible Finance Officer from 1st July 2023 and authorise her as a full bank signatory with immediate effect.

Abbeyfield House

Overview

Abbeyfield House is a private retirement home offering a form of supported accommodation. It is operated by Abbeyfield, a registered charity that operates nationally. Abbeyfield have commenced a consultation process over the closure of the Bude based home.

Detail

The Abbeyfield Website describes the Bude home:

“Our home has eight rooms and one flat. Plus a communal lounge, dining room and garden. All of our residents enjoy life at Abbeyfield House, as do our resident dogs Emma and Rosie.”

“It's a home from home with support when you need it from our team of professional and caring staff and volunteers. “ With prices starting at £1,888 per month.

Abbeyfield have informed us that it has carried out extensive reviews to explore how our homes meet new regulatory and energy efficiency standards with an EPC level C being required by 2030. They have concluded that given the age and layout of Abbeyfield House, it is unlikely to meet these requirements and any additional future regulatory requirements. They say they do not have the resources to undertake the investment needed to bring the building up to modern standards and therefore have commenced the consultation May-July process over its closure. Should closure be decided, Abbeyfield will support residents in their search to find a suitable new home.

Options

The Town Council has limited influence over what is a commercial decision of a separate party. It could express its concerns over the impact on residents and it could ask Cornwall Council to ensure the residents are properly treated and provided for.

Financial Implications

None

Legal Implications

Whilst there is the general power of competence, there appear little that the Council could do to intervene in the situation. Any statements from the Council will need to be well informed and accurate.

Environmental Implications

None

Fit to Vision and Priorities

Our Vision - To support the local community to achieve a sustainable and carbon neutral future, that embraces the wellbeing of our residents, the environment and economic viability of Bude and Stratton.

Consultation

The Council has not undertaken its own consultation with regards to this situation but has received contact from concerned friends of residents.

INTERNAL AUDIT CHECKLIST

Council: Bude Stratton Town Council

Date: 27th April 2023

Appropriate accounting records have been properly kept throughout the year AND Periodic bank account reconciliations were properly carried out during the year		
REVIEW	COMMENT	Action Required
Ensure the correct roll forward figures of the prior year's cashbook balances to the new financial year.	All in order.	
Check a sample of financial transactions in cashbooks to bank statements, etc: the sample size dependent on the size of the authority and nature of accounting records maintained.	All in order. Samples checked and correct.	
Ensure that bank reconciliations are prepared routinely, are subject to independent scrutiny and sign-off by members.	All in order. Bank reconciliations are completed monthly and signed off by one member of the Council and the Clerk/RFO.	
Verify the accuracy of the year-end bank reconciliation detail and ensure accurate disclosure of the combined cash and bank balances in the AGAR, section 2, line 8.	To be reviewed following completion of Agar.	
Where the authority has bank balances in excess of £100,000 it has an appropriate investment strategy.	Authority has balances in excess of £1.6 million.	Council should continue to review its balances and place some money into short term investments to take advantage of current interest rates. Recommend review of investment strategy document.

This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for.

REVIEW	COMMENT	Action Required
Review the procedures in place for acquisition of formal tenders and quotes, ensuring they are in line with the SOs and FRs which should be based on the latest version.	All in order. Process outlined in Financial Regulations and Standing Orders. Council uses Contract Finder for large tenders. Tenders are publicised on the website and lease arrangements are currently being reviewed. Procurement procedures are also currently being reviewed by Overview Committee.	Recommend that NALC guidance on procurement be considered when revising Council's procurement procedures.
Ensure that consistent values are in place for the acquisition of formal tenders between SOs and FRs (frequently different limits are recorded in the two documents)	Standing Orders and Financial Regulations have recently been reviewed. Limits match. Website version requires updating.	Continue to review FRs and SOs annually at the May meeting and to ensure that the website versions reflect the latest policies adopted.
Review the procedures for receipt of invoices, agreement of invoice detail and confirmation of goods/services delivery and approval for payment: ideally, a suitably designed certification stamp should be in place providing for evidencing of these checks and payment authorisation.	All in order.	
Check that there is effective segregation between the writing of cheques or the setting up of online payments, and physical release of payments.	All in order.	
Check that VAT reclaims are prepared and submitted in a timely manner in line with the underlying records and in accordance with current HMRC requirements	VAT claimed regularly.	
Where debit / credit cards are in use, establish the total monthly and individual transaction limits and ensure appropriate controls over physical security and usage of	Pre-paid card in use and is reconciled monthly.	

This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for.

REVIEW	COMMENT	Action Required
the cards are in place		

This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

REVIEW	COMMENT	Action Required
Ensure that authorities have prepared, and formally adopted, at least once annually, an appropriate and comprehensive register of assessed risks, both regular and ad hoc.	Risk Register reviewed in April.	Recommend uploading on to website.
Ensure that appropriate levels of insurance cover are in place for land, buildings, public, employers' and hirers' (where applicable) liability, fidelity / employees (including councillors) liability, business interruption and cyber security.	Insurance policy is in place. Revaluation of buildings last undertaken in 2017 according to the asset register. Insurance replacement values are increased annually.	Recommend a valuation of replacement costs of all buildings be undertaken following recent increases in raw materials. May wish to investigate cyber insurance which is offered by James Hallam.
Ensure that appropriate arrangements are in place for monitoring play areas, open spaces and sports pitches: such reviews should be undertaken by appropriately qualified external inspectors or, if by officers or members, that they have received the appropriate training and accreditation.	All in order. Annual external risk assessments carried out.	Confirm that regular checks of the play equipment are carried out by maintenance team.
Review the effectiveness of internal control carried out by the authority.	Good systems to check internal controls are in place. Council and Overview Committee scrutinise financial transactions and review Governance procedures.	

The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

REVIEW	COMMENT	Action Required
Ensure that the full Authority, not a committee, has considered, approved and adopted the annual precept for the coming year in	All in order. Fully minuted and checked.	

The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.		
accordance with the required parent Authority timetable.		
Ensure that current year budget reports are prepared and submitted to Authority / Committees periodically during the year with appropriate commentary on any significant variances.	Budget reports are provided regularly to Council and signed off.	
Review the budget performance either during the year or at the financial year-end seeking explanations for any significant or unanticipated variances.	Provided regularly. Reconciliations and reports completed monthly.	
Ensure that the Authority has considered the establishment of specific earmarked reserves and, ideally, reviews them annually as part of the budget assessment process	Earmarked Reserves set annually and adopted by Full Council as part of its end of year closedown.	
Ensure that the precept received in the accounts matches the prior year submission form to the relevant authority and the public record of precepted amounts .	All in order.	

Expected income was fully received based on correct prices, properly recorded and promptly banked; and VAT appropriately accounted for.		
REVIEW	COMMENT	Action Required
Review "Aged debtor" listings to ensure appropriate follow up action is in place.	Aged debtor list provided.	
Allotments: ensure that appropriate signed tenancy agreements exist, that an appropriate register of tenants is maintained identifying, that debtors are monitored.	N/A	
Burials: ensure that a formal burial register is maintained that it is up-to-date and that a sample of interments and memorials are appropriately evidenced, that fees have been charged at the correct approved rate and	Register of Burials is maintained both in hard copy and on a spreadsheet. Cemetery is coming to the end of its life. Certificates retained as appropriate.	

Expected income was fully received based on correct prices, properly recorded and promptly banked; and VAT appropriately accounted for.		
REVIEW	COMMENT	Action Required
been recovered within a reasonable time: (Authorities should also acquire and retain copies of Burial / Cremation certificates)		
Hall hire: ensure that an effective diary system for bookings is in place identifying the hirer, hire times and ideally cross-referenced to invoices raised.	All in order. Invoices raised and diary maintained.	
Leases: ensure that leases are reviewed in a timely manner in accordance with the terms of the lease and rents similarly reviewed appropriately at the due time.	Council has a number of leases in place. These are being reviewed as outlined in the minutes.	
Other variable income streams: ensure that appropriate control procedures and documentation are in existence to provide a clear audit trail through to invoicing and recovery of all such income.	Appropriate controls are in place.	
Where amounts are receivable on set dates during the year, ensure that an appropriate control record is maintained duly identifying the date(s) on which income is due and actually received / banked.	All in order. Precept received on time and other income received regularly.	

Petty Cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.		
REVIEW	COMMENT	Action Required
A number of authorities are now running down and closing their petty cash accounts and using debit / credit cards for ad hoc purchases. Consequently, a "Not covered" response is frequently required in this area.	Council operates three petty cash accounts and a pre-paid debit card. The petty cash accounts cover the Library, Castle and Office. Council also operates floats for the Library, Castle shop/café and pit and putt during the season.	
Review the systems in place for controlling any petty cash and also cash floats (used for bar, catering, etc).	All petty cash is reconciled monthly and included on all financial reports and balances as at month end. Funds are transferred to top	

Petty Cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.		
	up petty cash accounts.	
Check a sample of transactions during the financial year to ensure appropriate supporting documentation is held.	All in order.	
Review the existence of evidenced periodic independent verification of the petty cash and any other cash floats held.	Adequate processes are in place.	
Ensure that VAT is identified wherever incurred and appropriate.	All in order.	
Physically check the petty cash and other cash floats held.	These are held offsite. Satisfied that adequate controls are in place and regular checking is undertaken.	
Where bar or catering facilities are in place, ensure that appropriate cashing-up procedures are in place reconciling the physical cash takings to the till "Z" total readings.	Full procedure is in place for café cashing up. Daily reports sent to finance office for checking and inputting. Banking is normally carried out twice a week and more frequently during the season. Z Readings taken and used to balance against.	Recommend that some focus is given from an internal audit point on the processes where there are cash tills to test the robustness of existing procedures.

Salaries to employees and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied.		
REVIEW	COMMENT	Action Required
Ensure that, for all staff, a formal employment contract is in place together with a confirmatory letter setting out any changes to the contract.	All in order. Annual review carried out by HR consultants.	
Ensure that appropriate procedures are in place for the payment of members allowances and deduction of any tax liability	Councillors allowances are available. For those Councillors who claim an allowance this is dealt with through the payroll system.	
Ensure that, for a sample of staff salaries, gross pay due is calculated in accordance with the approved spinal point on the NJC scale or hourly rate, if off-scale, and also with the contracted hours.	All in order. Sample checked.	

Salaries to employees and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied.		
Ensure that appropriate tax codes are being applied to each employee.	All in order.	
Where free or paid for software is used, ensure that it is up to date.	All in order. Sage Payroll being used.	
For the test sample of employees, ensure that tax is calculated appropriately.	All in order.	
Check the correct treatment of Pension contributions	All in order.	
For NI, ensure that the correct deduction and employer's contributions are applied: NB. The employers' allowance is not available to councils but may be used by other authorities	All in order.	
Ensure that the correct employers' pension percentage contribution is being applied	All in order.	
Ensure that for the test sample, the correct net pay is paid to the employee with tax, NI and pension contributions correctly paid to the respective agencies.	All in order.	

Asset and investment registers were complete and accurate and properly maintained. This section/assurance includes loans to or by the authority		
REVIEW	COMMENT	Action Required
Tangible Assets		
Ensure that the Authority is maintaining a formal asset register and updating it routinely to record new assets at historic cost price, net of VAT and removing any disposed of or no longer serviceable assets.	All in order. The asset register is updated annually.	Recommend that the basic asset register (without values if preferred) be published on the website.
Physically verifying the existence and condition of high value, high risk assets may be appropriate.	Evidence of physical assets provided.	
The register should identify for each asset the	Asset Register has been reviewed. It is up to	

Asset and investment registers were complete and accurate and properly maintained. This section/assurance includes loans to or by the authority

REVIEW	COMMENT	Action Required
purchase cost and, if practicable, the replacement/insured cost, the latter being updated annually and used to assist in forward planning for asset replacement.	date. Assets are valued for the AGAR at cost or nominal value.	
Additions and disposals records should allow tracking from the prior year to the current.	No disposal of assets identified during the financial year.	
Ensure that the asset value to be reported in the AGAR at section 2, line 9 equates to the prior year reported value, adjusted for the nominal value of any new acquisitions and / or disposals.	All in order.	
Compare the asset register with the insurance schedule to ensure that all assets as recorded are appropriately insured or “self-insured” by the Authority.	All in order.	
Fixed asset investments:		
Ensure that all long-term investments (i.e., those for more than 12 month terms) are covered by the “Investment Strategy” and reported as Assets in the AGAR at section 2, line 9.	N/A	
Borrowing & Lending:		
Ensure that the authority has sought and obtained appropriate DMO approval for all loans acquired	Two loans taken out in 2005 and 2006.	
Ensured that the authority has accounted for the loan appropriately (i.e., recorded the full value of the loan. Any arrangement fee should be regarded as an admin expense) in the year of receipt.	All in order.	
Ensure that the combined principal loan repayment and interest for the year is	All in order.	

Asset and investment registers were complete and accurate and properly maintained. This section/assurance includes loans to or by the authority		
REVIEW	COMMENT	Action Required
correctly recorded in the AGAR at section 2 line 5		
Ensure that the outstanding loan liability as at 31 st March each year is correctly recorded in the AGAR at section 2, line 10 (value should be verified via the DMO website)	To be reviewed following completion of AGAR.	
Where the Authority has issued loans to local bodies, they should ideally seek signed indemnities from the recipient body, or their members, agreeing to underwrite the loan debt.	N/A	

Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cashbook, supported by an adequate audit trail from underlying records and, where appropriate, debtors and creditors were properly recorded.		
REVIEW	COMMENT	Action Required
To ensure that the financial detail reported at section 2 of the AGAR reflects the detail in the accounting records maintained for the financial year.	All in order.	
Ensure that, where annual turnover exceeds £200,000, appropriate records are maintained throughout the year on an Income and Expenditure basis to facilitate budget reporting in that vein.	All in order.	
Ensure that appropriate accounting arrangements are in place to account for debtors and creditors during the year and at the financial year-end.	All in order. Council uses Sage Accounting.	

If the authority certified itself as exempt from a limited assurance review in the prior year, it met the exemption criteria and correctly declared itself exempt.

REVIEW	COMMENT	Action Required
<p>Ensure that, all relevant criteria are met (receipts and payments each totalled less than £25,000)</p> <ul style="list-style-type: none"> the correct exemption certificate was prepared and minuted in accordance with the statutory submission deadline that it has been published, together with all required information on the Authority's website and noticeboard 	N/A	

The authority publishes information on a free to access website / web page, up to date at the time of the internal audit in accordance with the relevant legislation.

REVIEW	COMMENT	Action Required
<p>Review the Authority's website ensuring that all required documentation is published in accordance with the relevant legislation.</p>	<p>All in order. Some policies are out of date and need revising.</p>	<p>Recommend a review of policies published on the website and update where appropriate. Consider FOI, Data Protection and an updating of the complaints procedure. Also publish Code of Conduct etc.</p>

The authority, during the previous year, correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations.

REVIEW	COMMENT	Action Required
<p>Examine a copy of the required "Public Notice" ensuring that it clearly identifies the statutory 30 working day period when the Authority's records are available for public inspection.</p>	<p>All in order.</p>	
<p>Check whether council has minuted the relevant dates at the same time as approving the AGAR</p>	<p>All in order. June meeting.</p>	

The authority complied with the publication requirements for the prior year AGAR.		
REVIEW	COMMENT	Action Required
Ensure that the statutory disclosure/publication requirements in relation to the prior year's AGAR have been met as detailed on the front page of the current year's AGAR.	All in order.	

Trust funds (including charitable) - the Council met its responsibilities as a trustee		
REVIEW	COMMENT	Action Required
Confirm that all charities of which the council is a Trustee are up to date with CC filing requirements	N/A	
That the council is the sole trustee on the Charity Commission register	N/A	
That the council is acting in accordance with the Trust deed	N/A	
That the Charity meetings and accounts recorded separately from those of the council.	N/A	
Review the level and activity of the charity and where a risk based approach suggests such, review the Independent Examiners report .	N/A	

Annual Internal Audit Report 2022/23

Bude-Stratton Town Council

<https://www.bude-stratton.gov.uk/>

During the financial year ended 31 March 2023, 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 2022/23 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 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")	✓		
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

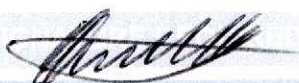
Date(s) internal audit undertaken

27/04/2023

Name of person who carried out the internal audit

Paul Russell

Signature of person who carried out the internal audit



Date

27/04/2023

*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).

Finance and Property Q4 Budget Report 22-23.xlsx

	Code	Full yr budget	Yr to date budget	Actual to date	Variance to date	%	Variance to yr	Notes
Income								
Photocopier	4204	100	100	194	94	94%	94	
Interest Received	4800	-	-	21,278	21,278	#DIV/0!	21,278	Interest rate increased from 0% to 0.95%
Central Miscellaneous Income	4400	500	500	81,657	81,157	16231%	81,157	Seagull Bags/ Welcome back fund payment £32726
Rental Income	4202	6,700	6,700	6,438	-262	-4%	-262	timing of payments
Amenities Rental Income	4230	2,400	2,400	5,423	3,023	126%	3,023	timing of payments/ Body Bounce
Ice Creams Tender	4240	14,300	14,300	9,533	-4,767	-33%	-4,767	Yr is a period short
Tea Rooms Tender	4250	16,000	16,000	16,000	-	0%	-	
Resilient Bude (Lottery) Income	4254	-	-	148,305	148,305	#DIV/0!		
Lords Court Income	4255	-	-	-	-			
Rental Income Old Forge	4290-2	7,437	7,437	7,579	142	2%	142	Timing of payments
Solar FIT Income	4293	3,000	3,000	3,548	548	18%	548	Timing of payments
Property Miscellaneous Income	4300	7,000	7,000	6,763	-237	-3%	-237	PE & Artisan Market
		57,437	57,437	306,718	249,281	434%	249,281	
Democratic Expenditure								
Election Expenses	5054	4,000	4,000	1,044	-2,956	-74%	-2,956	
Crime & Disorder	5060	15,000	15,000	2,000	-13,000	-87%	-13,000	
Section 137	5097	23,193	23,193	23,143	-50	0%	-50	£4193.00 from Reserves - Neetside Comm Pjt
Youth Council		8,000				#DIV/0!	8,000	
Car Allowances	5130	500	500	-	500	-100%	500	Reflects activity
Expenses	5141	2,340	2,340	1,738	-602	-26%	-602	Reflects activity
Mayor's Allowance	5152	1,500	1,500	1,196	-304	-20%	-304	
Training-Members	5140	200	200	190	-10	-5%	-10	Reflects activity
Planning Maps/Resources	5401	-	-	-	-	#DIV/0!	-	
Civic Events	5143	1,000	1,000	500	-500	-50%	-500	None Undertaken
Neighbourhood Plan	5402	-	-	-	-	#DIV/0!	-	
		55,733	47,733	29,811	-17,922	-38%	-25,922	
Corporate Management								
Salaries	5201	157,787	157,787	183,997	26,210	17%	26,210	
Employer's NIC	5202	14,434	14,434	17,139	2,705	19%	2,705	
Emp Pension Central Fund	5203	39,706	39,706	44,484	4,778	12%	4,778	£10,200 Employer Secondary Payments
Car Allowances	5204	500	500	166	-334	-67%	-334	
Training	5205	1,000	1,000	569	-431	-43%	-431	
Insurance	5213	10,750	10,750	1,487	-9,263	-86%	-9,263	Basis of allocation Changed
Office Expenses	5206	19,000	19,000	27,475	8,475	45%	8,475	Reflects activity
Professional Fees	5207	8,000	8,000	23,201	15,201	190%	15,201	2257 Skate Park 4800 Parkhouse Survey
Telephone	5208	4,000	4,000	5,780	1,780	45%	1,780	
Grants & Subscriptions	5209	2,800	2,800	2,635	-165	-6%	-165	
Cost of Loan	5215	60,676	60,676	60,343	-333	-1%	-333	
Advertising	5212	5,000	5,000	2,311	-2,689	-54%	-2,689	
External Audit	5214	2,000	2,000	2,000	-	0%	-	
IT Replacement Programme	5216	5,103	5,103	2,926	-2,177	-43%	-2,177	
Property								
Buildings - Repairs, Alterations & Mal	5314	8,000	8,000	6,352	-1,648	-21%	-1,648	Fire doors for Library & Parkhouse Centre
Rates	5317	1,800	1,800	-	-1,800	-100%	-1,800	Unused provision
Premises Insurance	5323	2,600	2,600	13,408	10,808	416%	10,808	Basis of allocation Changed
Recharges		-	-	-	-	#DIV/0!	-	
Professional fees	5355	5,000	5,000	120	-4,880	-98%	-4,880	Reflects activity
1 Lords Court, Stratton	5387	-	-	30,341	30,341	#DIV/0!		
		348,156	348,156	424,734	76,578	#DIV/0! ##	46,237	
		403,889	395,889	454,545	58,656	#DIV/0! ##	20,315	
Projects								
Resilient Bude Expenditure	5219		0	147,680	147,680	#DIV/0!	147,680	Payments went out in January 2023
Compass Point Expenditure	5390		0	8,077	8,077			
Property Enhancement	5395	14,210	14,210	14,642	432	3%	432	Shipping Container for the Unit/ Picnic Benches & Tables
Food & Activities programme	5394		11,503	15,341	3,838	33%	15,341	To be taken from reserves
Skate Park Project	5389		-	-	-			
Warm Rooms Project	5388		-	21,203	21,203			
Hot Composter		-	-	-	-		-	
Devolution projects	5391	-	-	-	-	#DIV/0!	-	
		14,210	25,713	206,942	181,229	#DIV/0! ##	163,453	
Surplus / Deficit		- 12,506	- 16,009	69,964	85,973		111,750	

Communities Q4 Budget Report 22-23

	Code	Full yr budget	Yr to date budget	Actual to date	Variance to date	%	Variance to yr	Notes
Income								
Stratton Battlefield Grasskeep	4210	500	500	500	-	0%	-	
Shop Sales	4222	12,000	12,000	18,230	6,230	52%	6,230	
Museum Grants & Donations	4223	600	600	1,912	1,312	219%	1,312	£1500 Mrs Hitchcock Donation
Miscellaneous Income	4700	-	-	108,630	108,630	#DIV/0!	108,630	Castle/ Heritage Legacy Payment
Commissions	4211	2,000	2,000	3,703	1,703	85%	1,703	Gallery Sales
Cafe Limelight	4201	110,000	110,000	149,424	39,424	36%	39,424	
Castle Hirings	4216	1,000	1,000	2,898	1,898	190%	1,898	
Wedding Income	4217	8,000	8,000	9,711	1,711	21%	1,711	
Heritage/ Castle Events Income	4252	900	900	7,873	6,973	775%	6,973	Includes Lit Fest & Heritage Day
Xmas Fayre	4229	1,500	1,500	1,492	-8	-1%	8	
Parkhouse Hiring's	4200	40,000	40,000	51,479	11,479	29%	11,479.35	Increased Bookings
Pitch and Putt	4012	4,000	4,000	-	-4,000	-100%	-4,000.00	
Library	4014	-	-	808	808	#DIV/0!	808	
		180,500	180,500	356,659	176,159	#DIV/0!	176,159	
Expenditure								
Castle and Heritage								
Salaries	6201	178,288	178,288	183,982	5,694	3%	5,694	
Employer's NIC	6202	11,445	11,445	12,373	928	8%	928	
Employer's Superannuation Cont.	6203	20,947	20,947	17,089	-3,858	-18%	-3,858	
Castle Marketing	6205	5,000	5,000	4,970	-30	-1%	30	Castle leaflet printing
Cleaning	6210	1,300	1,300	3,206	1,906	147%	1,906	
Castle Legacy Expenditure	6213	-	-	32,730	32,730	#DIV/0!	32,730	
Buildings - Repairs, Alterations & Mai	6214	5,000	5,000	7,552	2,552	51%	2,552	CCTV Work
Energy Costs	6215	13,000	13,000	16,554	3,554	27%	3,554	
Rates	6217	32,450	32,450	30,831	-1,619	-5%	-1,619	
Premises Insurance	6223	2,500	2,500	-	-2,500	-100%	-2,500	Basis of Allocation Changed
Equipment, Furniture & Materials	6232	7,000	7,000	8,596	1,596	23%	1,596	
Stationery	6235	500	500	770	270	54%	270	
Training	6237	500	500	20	-480	-96%	-480	
Travel & Subsistence	6238	120	120	36	-84	-70%	-84	
Telephone	6239	96	96	-	-96	-100%	-96	
Licences & Subscriptions	6242	900	900	1,706	806	90%	806	
Miscellaneous Expenses	6245	1,000	1,000	1,178	178	18%	178	
Volunteer Sundries / Expenses	6252	-	-	-	-	#DIV/0!	-	
Conservation & Interpretation	6253	24,100	24,100	16,750	-7,350	-30%	-7,350	Tresory's Kernow Payment
Shop Purchases	6255	8,000	8,000	11,130	3,130	39%	3,130	
Education Officer's budget	6250	500	500	-	-500	-100%	-500	
Water Charges Castle	6218	3,600	3,600	3,134	-466	-13%	-466	
Wedding Expenditure	6233	1,000	1,000	548	-452	-45%	-452	
Heritage & Cultural Events	6257	24,200	24,200	20,720	-3,480	-14%	-3,480	Includes Summer Fun Days
Helebridge	6260	700	700	311	-389	-56%	-389	
Cafe Purchases	6206	36,600	36,600	49,918	13,318	36%	13,318	
Parkhouse Centre								
Salaries	6001	30,021	30,021	44,823	14,802	49%	14,801.56	
Employer's NIC	6002	2,050	2,050	4,014	1,964	96%	1,963.82	
Employer's Superannuation Cont.	6003	5,614	5,614	8,382	2,768	49%	2,767.85	
Buildings - Repairs, Alterations & Mai	6014	5,000	5,000	6,536	1,536	31%	1,535.92	
Energy Costs	6015	12,000	12,000	12,298	298	2%	298.25	Timing of Bills
Rates	6017	14,351	14,351	13,913	-438	-3%	-437.80	
Water Services	6018	2,900	2,900	2,712	-188	-6%	-187.60	Timing of Bills
Cleaning & Domestic Supplies	6021	6,500	6,500	7,112	612	9%	611.70	
Premises Insurance	6023	2,781	2,781	11,877	9,096	327%	9,095.61	Basis of allocation changed
Equipment, Furniture & Materials	6032	3,000	3,000	6,502	3,502	117%	3,502.38	Dishwasher & Fridge for Hall
Services & Licences	6037	2,000	2,000	1,013	-987	-49%	-986.66	
Library								
Salary	6601	61,482	61,482	65,889	4,407	7%	4,407	
Employers NI	6602	2,017	2,017	2,336	319	16%	319	
Pension	6603	10,691	10,691	8,218	-2,473	-23%	-2,473	
Operating Costs	6604	16,000	16,000	18,757	2,757	17%	2,757	Includes Rates
Activities	6605	3,000	3,000	-	-3,000	-100%	-3,000	
Pitch and Putt - Operating Costs	6183	1,000	1,000	2,037	1,037	104%	1,037.37	
Pitch and Putt - Wages	6184	-	-	-	-	#DIV/0!	0.00	
		559,153 #	559,153 #	640,525	81,372	#DIV/0!	81,372	
Surplus / Deficit		378,653 #	378,653 #	283,866	-94,787	-25%	-94,787	

Operational Services Q4 Budget Report 22-23.xlsx

	Code	Full yr budget	Yr to date budget	Actual to date	Variance to date	%	Variance to yr	Notes
Income								
NCDC grass cutting	4006	30,000	30,000	30,652	652	2%	652.24	
Footpaths Grants	4007	2,877	2,877	-	- 2,877	-100%	-2,877.00	
Miscellaneous Income	4600	600	600	1,250	650	108%	649.72	
Car Park	4203	36,000	36,000	37,497	1,497	4%	1,497	
Cemetery Fees	4270	2,500	2,500	4,168	1,668	67%	1,668	
Car Park Permits	4209	3,500	3,500	3,366	- 134	-4%	- 134	
Public Convenience levy (CC)	4009	40,000	40,000	60,000	20,000	50%	20,000.00	
		<u>115,477</u>	<u>- 115,477</u>	<u>- 136,934</u>	<u>- 21,457</u>	<u>- 1</u>	<u>- 21,457</u>	
Open Spaces								
Salaries	6101	213,294	213,294	210,307	- 2,987	-1%	-2,987.29	
Employer's NIC	6102	18,797	18,797	18,992	195	1%	195.00	
Employer's Superannuation Cont.	6103	25,374	25,374	23,823	- 1,551	-6%	-1,551.23	
Workshop Rates	6116	12,850	12,850	12,475	- 375	-3%	-375.00	
Grounds Maintenance Supplies	6122	75,000	75,000	68,146	- 6,854	-9%	-6,854.35	
Play Areas	6151	500	500	367	- 133	-27%	-133.35	
Bude Light	6152	100	100	168	68	68%	68.43	
Stratton Gardens		200	200	216	16	8%	16.02	
Triangle	6160	1,500	1,500	354	- 1,146	-76%	-1,145.70	
Christmas Lights	6177	5,100	5,100	17,094	11,994	235%	11,994.21	
Tree Benches	6178	5,500	5,500	5,500	-	0%	0.00	
Training	6181	1,500	1,500	-	- 1,500	-100%	-1,500.00	
Outdoor vehicles	6185	11,000	11,000	-	- 11,000	-100%	-11,000.00	
Public Conveniences - Operating Costs	6123	32,000	32,000	28,922	- 3,078	-10%	-3,078.14	
Public Conveniences Contingency	6124	-	-	-	-	#DIV/0!	0.00	
Cemetery	6352	200	200	962	762	381%	762	Includes Rates
Bus Shelters	6461	400	400	789	389	97%	389	
Car Park costs	6320	2,000	2,000	1,353	- 647	-32%	- 647	Parking Machine Maintenance Charge
EA Weir Operation	6351	-	-	-	-	#DIV/0!	-	
		<u>405,315</u>	<u>405,315</u>	<u>389,467</u>	<u>- 15,848</u>	<u>- -4%</u>	<u>- 15,848</u>	
Surplus / Deficit		- 289,838	- 289,838	- 252,534	- 37,304	-13%	37,304	

		<u>Opening</u>	<u>Movements</u>							
Code	CURRENT		Less	SPENT	Add		New Balance			
3200	GENERAL FUND	448,071	(67,630)			*	380,442	3 MONTHS GROSS OUTGOINGS		
3110	MAINTENANCE AND ENHANCEMENT	274,700		(7,456)			267,244	AS PER MAINTENANCE TEAM BREAKDOWN £7455.90 spent on Lighting upgrade		
3200	TO BE ALLOCATED	-					-	Moving from General Fund		
3112	CAR PARK MAINTENANCE AND ENHANCEMENT	108,823	(90,000)			*	18,823	Reduced to cover new machines and patching		
3101	BUDGET DEFICIT	-			54,764		54,764	Budget deficite for 23/24		
3162	PLAY AREAS/YOUTH SHELTERS	100,000					100,000	RENEWAL OF KATIES CORNER & PROVISION OF MUGA		
3129	PUBLIC CONVENIECES (DISCRETIONARY)	40,000	(40,000)			*	-	Remove all toilets open and operational		
3105	VEHICLE REPLACEMENT	48,037			11,000		59,037	ROLLING FUND BEING BUILT FOR SWITCH TO EV'S (Add yrs underspend)		
3117	IT SYSTEM	27,453					27,453	TO BE REVISITED – CONSULTANT MAY BE REQUIRED		
3126	PARKHOUSE HALL IMPROVEMENTS	20,791	(20,791)			*	0	Review completed		
3188	RESILIENCE PLANNING	20,000					20,000	INTERNAL REVIEW 2022		
3127	NEIGHBOURHOOD PLAN	16,342					16,342	POTENTIALLY REDONE 2025, LEGISLATION DEPENDENT		
3189	ELECTION COSTS	16,000					16,000	FOR 2025 ELECTION AND BY-ELECTION FLOAT		
3128	PUBLIC CONVENIENCES (RINGFENCED)	6,473					6,473	REQUIRED TO BE KEPT SEPARATE - USED FOR REFURBISHMENT		
3173	CONSERVATION AND INTERPRETATION	8,639					8,639	POSSIBLE UPLIFT		
3180	CYCLE PATH FEASIBILITY	200					200	COMMITTED		
3181	TRIANGLE TRAFFIC SURVEY	3,250	(3,250)			*	-	PROJECT TO BE REVISITED		
3190	CIL 2019-20	293					293	REQUIRED TO BE KEPT SEPARATE - EARMARKED FOR COMMUNITY LAND TRUST		
3191	CIL 2020-21	2,850					2,850	REQUIRED TO BE KEPT SEPARATE - EARMARKED FOR COMMUNITY LAND TRUST		
3192	CIL 2021-22	20,028					20,028	REQUIRED TO BE KEPT SEPARATE - EARMARKED FOR COMMUNITY LAND TRUST		
3193	CIL 2022-23				35,121		35,121	REQUIRED TO BE KEPT SEPARATE - EARMARKED FOR COMMUNITY LAND TRUST		
3184	STRAND/XMAS LIGHTS	19,885	(7,906)	(11,979)			(0)	Scheme completed		
3146	COMPASS POINT	31,924					31,924	BSTC CONTRIBUTION TO PROJECT		
3147	PENSION	30,000	(2,402)			*	27,598	Current cost of RISK OF OPT IN'S		
3148	ECONOMIC DEVELOPMENT SUPPORT	20,000					20,000	FLEXIBLE CONTRACTS		
3149	ENERGY OFFICER	32,667					32,667	In process of committing		
3151	COMMUNITY LAND TRUST	50,000					50,000	22-23 PRIORITY PROJECT		
3186	SKATE PARK CONTRIBUTION	50,000					50,000	22-23 PRIORITY PROJECT		
3152	ECONOMIC REGENERATION PROJECT	25,000			48,000		73,000	48K Town Vitality Grant from CC		
3153	YOUTH PROVISION	25,000					25,000	22-23 PRIORITY PROJECT		
3154	PROJECT RESERVE	165,862	(21,512)	(30,341)	63,797		177,806	635 movement		
	Lords Court Purchase				254,688		254,688	Balanace Payment For Lords Court		
3111	Food and Activities Programme	5,655	(1,197)			*	4,458	£4458 to be charged for Easter 23 Programme		
3121	Energy Redress Scheme	20,000					20,000	Project approved by Full Council		
3163	Compass Point Crowd funder	60,879			500		61,379	Public donation held for project + £500 Cornish Heritage Trust Grant		
3174	Gurney Room Refurbishment	15,000		(15,000)			-	Project delivered		
	Heritage Legacy			(17,730)	108,630		90,900	Ringfenced to Heritage Centre - spend against plan		
3193	Warm Room Project	19,593		(796)			18,797	FC/197/22 Costs to date Further £2000 committed		
3176	Wave Benches	4,400					4,400	FC/178/22 Part payment made		
	NEW BALANCE	1,737,815	(254,688)	(83,303)	576,499		1,976,324			

BUDE STRATTON TOWN COUNCIL FIXED ASSET REGISTER

2022 / 2023

	BOX 9 AT 31ST MARCH, 2022	Prior Year Adjustment	IN YEAR DISPOSALS	IN-YEAR PURCHASE	ASSETS AT INSURED VALUE	TOTAL ASSETS		SCHEDULE NUMBER	INSURED VALUES
						BOX 9 31ST MARCH 2023	ASSETS 31ST MARCH 2023		
									revaluation 31/8/17
Fixed Assets									
Castle	500,000					500,000	2		
Castle Extension/Conservatory	102,512					102,512	2	in above	re-instatement value
Parkhouse	380,000					380,000	1		2,386,000 re-instatement value
Caretaker's House	160,000					160,000	1		287000 re-instatement value
Shorelands View, Bude Business Park Land	110,000					110,000		part of below	
Shorelands View, Works Unit, Bude Business Park	263,567					263,567	1		407,000 re-instatement value
Shorelands View, Solar Panels	17,500					17,500		in above	
BT Phonebox, Bush	1					1			
Poughill Public Conveniences, Churchtown. EX23 9EP	1					1			90,000 Insured value
Stratton Public Conveniences, Howells road. EX23 9BY	1					1			121,000 Insured value
Bude Library	1					1			624,000 re-instatement value 2019
Operational Total	1,533,583	0	0	0	0	1,533,583			
Café Limelight	200,000					200,000	2	Included in Castle	
Old Museum	229,152					229,152	2		746000
Tea Rooms	100,000					100,000	2	Included in 746000	
Ice Cream Kiosk	75,000					75,000	2	Included in 746001	
New Pitch and Putt Pavilion	141,861					141,861		Completed July 2019	
Cricketer Pavilion	315,951					315,951	1		422,000 re-instatement value
Helebridge	60,000					60,000	1		271,000 re-instatement value
Unit 1 Hand Tools	28,255					28,255	1	Part of Buildings Damage Cover Unit 1	£30,903
Unit 1 Other Equipment	27,407					27,407	1		36561
Non Operational	1,177,626	0	0	0	0	1,177,626			
Izuzu D-Max WA69 ZUC	20,728					20,728			<i>Purchased 02/09/19</i>
Citroen Berlingo - LG17 WLC	13,215					13,215			<i>Purchased 25/06/19</i>
John Deere Tractor WA15XMU	50,600					50,600	4		50,600 <i>Purchased 01/04/15</i>
Bencoolen Play Equipment May-04	22,899					22,899	1	Included in Item 3 Parkhouse	£154,242
Landrover WJ12 CZD Mar 12	18,065					18,065	4		17,800 <i>Purchased 30/3/2012</i>
Landrover Cherry Picker FV60 KNA	19,000					19,000	4		<i>Purchased 24/10/17</i>
Nissan NV 200 Electric MM14 XJC	12,500					12,500			<i>Purchased 08/12/20</i>
Izuzu D-Max WJ18 GXB May 18	20,245					20,245	4		<i>Purchased 31/05/18</i>
Baroness LM180B 74" Mower	8,600					8,600	4		<i>Purchased 20/02/18</i>
Kubota Mower G26H/D	14,830					14,830	4		<i>Purchased 20/02/18</i>
Dell PowerEdge T430 CPU - Server	6,990					6,990	4		<i>Purchased 04/05/17</i>
Ferris IS 7002 Mower (2018031818)	8,965					8,965	4		<i>Purchased 15/06/18</i>
Ferris IS2600Z (4000860392)	20,874					20,874			<i>Purchased 23/11/20</i>
Spider Mini Mower (01914)	7,200					7,200	4		<i>Purchased 15/06/19</i>
Stihl RM655-OVS Mowers x 3	2,420					2,420			<i>Purchased 15/01/20</i>
John Deere Pedestrian Mower JX9 OCB	1,296					1,296			<i>Purchased 12/07/19</i>
CarGo Shifter Trailer	2,631					2,631			<i>Purchased 26/09/19</i>
Polytunnel	1,340					1,340	4		
Plant and Equipment	252,398	0	0	0	0	252,398			
Chain of Office	22,710					22,710	3		26,699 Business All Risks Parkhouse
Castle Fixtures and Fittings	388,547					388,547	2		Part of Buildings damage cover Castle
Castle (Small Assets)	20,000					20,000	2		21,661 Part of Buildings damage cover Castle
Exhibits	172,935					172,935	2	Part of Business all risks & 152,350 Specified,50383 unspecified	
Street Furniture	110,668					110,668	5		151,395
Fixtures and Fittings Parkhouse	127,504					127,504	1	included in 1,401,130 abov.	Part of Parkhouse Buildings
Helebridge Fixture and Fittings	5,710					5,710	1		6,184 Part of Premises
Castle Grounds and Bude Light	1					1		Not insured	
Peace Garden	1					1		Not insured	
Shalder Hill inc War Memorial and Met Station	1					1		Not insured	
The Triangle	1					1		Not insured	
Maer Gardens	1					1		Not insured	
Summerleaze Downs	1					1		Not insured	
Bencoolen Play Area	1					1			
Crooklets Play Area	1					1			
Summerleaze Play Area	1					1			
Rattenbury Gardens Station	1					1		Not insured	
Site of SWW Pumping Station (Stratton)	1					1		Not insured	
Poughill Cemetery	1					1		Not insured	
Play Area Poughill	1					1		Not insured	
Stamford Hill	1					1		Not insured	
Treefields	1					1		Not insured	
Exhibits & Display Cases	1					1		Not insured	
3 paintings	1					1		Paintings insured via Bearnas, Hampton & Littlewood valuation	
Land at Neetside	13,995					13,995		Not insured	
Community Assets	14,012	0	0	0	0	14,012			
Investment Shares Pennon Group	3,825,693	0	0	0	0	3,825,693			
	5,707					5,707			
GRAND TOTAL	3,831,400					3,831,400			

REVALUATION OF BUILDINGS CARRIED OUT IN August 2017 for insurance purposes only
 THE COUNCIL MAINTAINS A SCHEDULE OF CONTENTS FOR PARKHOUSE, OFFICES AND UNIT 1 WHICH ARE USED TO INFORM OF CONTENT COVER
 ASSET REGISTER REVIEWED 31 MARCH 2021
 ASSETS ARE VALUES AT COST AND NO DEPRECIATION HAS BEEN CHARGED IN YEAR

Bank reconciliation

This reconciliation should include **all** bank and building society accounts, including short term investment accounts.

It **must** agree to Box 8 in the column headed "Year ending 31 March 20XX" in the Accounting Statements of the AGAR - and w
7 where the accounts are prepared on a receipts and payments basis. Please complete the highlighted boxes, remembering t
cheques should be entered as negative figures.

Name of smaller authority:

Bude-Stratton Town Council

County area (local councils and parish meetings only):

Cornwall

Financial year ending 31 March 2023

Prepared by (Name and Role):

Keith Cornwell - Town Clerk and RFO

Date:

04/05/2023

	£	£
Balance per bank statements as at 31/3/23		
Current Account	£ 21,054.64	
Deposit Account	£ 1,828,122.34	
		£ 1,849,176.98
Petty cash float (if applicable)		
Castle Café Float	£ 350.00	
Library Flaot	£ 150.00	
Petty Cash Castle	£ 197.83	
Petty Cash Library	£ 50.00	
Petty Cash Office	£ 36.99	
Pre-Paid Card	£ 573.31	£ 1,358.13
Less: any un-presented cheques as at 31/3/23 (enter these as negative numbers)		
Uncashed Cheque 300425	-£ 1.00	
Uncashed Cheque 300465	-£ 30.00	
		-£ 31.00
Add: any un-banked cash as at 31/3/23		
Castle Card Payments	£ 269.05	
Office Card Payments	£ 3.50	
Cashbook Control Ac	£ 1,044.54	
		£ 1,317.09
Net balances as at 31/3/23		£ 1,851,821.20

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

Bude-Stratton Town Council
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 2023, 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

***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:

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

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Section 2 – Accounting Statements 2022/23 for

Bude-Stratton Town Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	1,721,422	1,825,868	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.
2. (+) Precept or Rates and Levies	903,112	976,041	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	522,661	870,328	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	707,012	847,287	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.
5. (-) Loan interest/capital repayments	72,573	60,343	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	541,741	788,930	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,825,868	1,976,324	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,692,838	1,851,821	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	3,831,400	3,831,400	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.
10. Total borrowings	473,128	432,328	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 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

K. Cornwell SIGNED

Date

25/05/2023

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

SIGNED

Insurance

We are currently in a three year policy with Aviva for all risks due for renewal on 6 June and Vehicles renewed on 16 July. The basis of cover is established through an annual review with our broker – James Hallam. Index Linking of 12.3% for contents & 9.5% for buildings will be added to our current figures.

Lords Court needs a rebuild valuation – which has been commissioned, we are working on a provisional £1M, which will be adjusted when calculated.

The Library was valued (for rebuild) in April 2019 & the other buildings were done back in August 2017. We will arrange the desk top valuations through RCA for £105 per property.

We can still not cover the Parkhouse Centre for flooding but there is a separate policy on the market called Flood Flash, we are obtaining quotes for the various options of coverage and will report back.

The broker also raised the prospect of Cyber insurance and can arrange for further investigation of coverage and costs for future determination.

Private and Confidential
Via Email



19th May 2023

Dear Councillor Bluett,

Important update regarding Abbeyfield House

As Director of Housing Operations at The Abbeyfield Society, which runs Abbeyfield House I am writing to you personally to inform you that, after much consideration, we are regrettably beginning consultation on the closure of the home.

As a responsible housing and care provider Abbeyfield conducts periodic reviews of all of our homes to make sure they remain suitable for residents. In response to the past few difficult years, during which we have faced the impact of the Covid pandemic, a huge increase in energy prices, rising inflation and escalating operating costs compounded by a nation-wide workforce shortage, we completed a new review of all of our homes as part of making a clear plan for every property and the future of the organisation.

These reviews considered how each home can keep pace with the changing needs, tastes and expectations of older people, and provide the services and facilities that our residents want and expect from a housing and care provider.

Provision of modern resident facilities

During our property review we identified that the facilities at Abbeyfield House currently fall below the market standard that our residents rightfully expect. Given the recent hardship Abbeyfield has faced, aligned to the age of Abbeyfield House and its space constraints, we established we could not practically provide these facilities in the property. In addition to the extensive costs associated with the work, the project would have further required us to reconfigure the home's entire layout and thereby presented unintended consequences; for example in some properties adding ensuite facilities meant the home would lose a number of its bedrooms, and by extension limited the number of current or future residents who could call Abbeyfield House home.

Meeting regulatory and energy efficiency standards

Abbeyfield has carried out extensive reviews to explore how our homes meet new regulatory and energy efficiency standards. As part of its Clean Growth Strategy, the government has introduced legislation that requires all properties to be as energy efficient as possible. They aim to do so by ensuring all social housing properties reach a minimum Energy Performance Certificate (EPC) rating of C by 2030.

We have concluded that given the age and layout of Abbeyfield House, it is unlikely to meet these requirements and any additional future regulatory requirements.

The Abbeyfield Society

Registered Charity No. 200719; Regulator of Social Housing (RSH) No. H1046; Company No. 574816
Registered Office: St Peter's House, 2 Bricket Road, St Albans, Hertfordshire, AL1 3JW
Registered in England and Wales

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E: post@abbeyfield.com

www.abbeyfield.com



We have also identified that the costs of upgrading Abbeyfield House to meet modern expectations and requirements such as the minimum EPC rating would be too great to achieve within the government's specified timeframe.

Property condition and investment requirements

As a responsible housing provider, Abbeyfield conducts surveys which collect information about the condition of all our properties against a home's current and future purpose. We do so to understand its repair needs and to ascertain if it is fit for purpose.

Our analysis shows that Abbeyfield House requires significant investment to bring it up to a modern standard. The costs to carry out this work, even if spread over an extended period, are too great for us to meet, particularly after the recent hardship Abbeyfield has experienced.

Location Challenges

In addition to the above, as our number of services has reduced over the last few years, it is no longer cost effective for us to be so geographically spread as it is difficult for us to service our properties effectively. Being a nationwide organisation requires us to balance our financial future with where we are able to invest and have the greatest impact to support local communities.

We fully acknowledge the impact that this consultation, and any potential outcomes, will have on our residents and colleagues in particular. I can confirm that, irrespective of the outcome of the consultation, no resident will be asked to move from their home until the official consultation has concluded, a decision has been made, and the outcome has been formally communicated.

Over the coming weeks we will be commencing a detailed consultation with Abbeyfield House residents and their loved ones where we will discuss the options available to them, as well as a comprehensive package of support designed to guide them through the process – including a dedicated helpline and senior staff on site to provide support. The consultation will run from May to July, and **we can confirm that no decision on closure will be made until the consultation ends.**

In the event of its closure, we will do everything in our power to support Abbeyfield House residents in their search to find a suitable new home in which they will be happy. We will also be launching a formal consultation process with staff where we will set out their employment options, ensuring they are fully supported by our HR team throughout the process.

We firmly believe this course of action is in the best interests of all the older people that we support now, and those we can and should support in the future. Our priority remains to continue fulfilling our founding mission of alleviating loneliness amongst older people while building an Abbeyfield that is fit for the future.

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If you have any questions, or would like to arrange a meeting, please do not hesitate to contact me at consultation@abbeyfield.com.

Yours sincerely,

Theresa Wilson
Director of Housing Operations
The Abbeyfield Society

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