

KIRKOSWALD PARISH COUNCIL

Parish Clerk: Nick Phillips, 14 Twickenham Court, Carlisle CA1 3TW Tel: 0750 800 1602
Email: KirkoswaldParishCouncil@Hotmail.co.uk Website kirkoswaldparishcouncil.co.uk

Friday, 5 May 2023

Dear Councillor

You are summoned to attend the **Annual Electors Meeting** and **AGM** of Kirkoswald Parish Council immediately followed by the **PARISH COUNCIL MEETING** that will be held at Renwick Reading Room on **Tuesday 9th May 2023** at 7.30pm. The Public and Press are invited to attend.



Clerk

Annual Electors' Meeting

1. APOLOGIES FOR ABSENCE

To receive apologies and approve reasons for absence

2. PUBLIC PARTICIPATION

PUBLIC PARTICIPATION (20 MINUTES ALLOWED) - this agenda item enables Parish Councillors to hear the views, comments and/or complaints from the public. The Parish Councillors can respond. However (unless the items are already on the agenda) no council decisions can be taken at this meeting but, if appropriate, the matters can be put onto a future agenda for decision.

3. Chair's report 2022-23- to receive the chair's report:

Annual General Meeting

1. ELECTION OF CHAIR 2023/24

2. DELARATION OF OFFICE- To receive the Chair's signed declaration of acceptance of office.

3. ELECTION OF VICE CHAIR 2023/24

4. MINUTES OF THE 2022 ANNUAL GENERAL MEETING held on 10 MAY 2022

To authorise the chair to sign, as a correct record, the minutes of the meeting held on Tuesday 10 May 2022 (attached).

5. REPRESENTATIVES ON OUTSIDE BODIES- To appoint representatives to outside bodies as necessary.

6. COMMITTEES AND SUB-COMMITTEES- To resolve whether to create any committees or sub-committees and to appoint councillors to them.

ORDINARY MONTHLY MEETING

1. MINUTES OF THE COUNCIL MEETING held on 11 April 2023

To authorise the chair to sign, as a correct record, the minutes of the meeting held on 11 April 2023 (attached).

a. To discuss any matters arising

i. Land at Woodbrow

2. DECLARATIONS OF INTEREST

a. Members are invited to declare any personal and/or prejudicial interests relating to items on the agenda.

3. CO-OPTION OF COUNCILLORS-

a. to resolve whether to co-opt Jonathon Little as a Councillor for the Renwick Ward

b. to note that there is a vacancy for a councillor in the Kirkoswald Ward.

4. PUBLIC PARTICIPATION

a. **PUBLIC PARTICIPATION (20 MINUTES ALLOWED)** - this agenda item enables Parish Councillors to hear the views, comments and/or complaints from the public. The Parish Councillors can respond. However (unless the items are already on the agenda) no council decisions can be taken at this meeting but, if appropriate, the matters can be put onto a future agenda for decision.

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5. **WESTMORLAND AND FURNESS COUNCILLOR REPORTS** – to receive items for information (items raised for decision will appear on the agenda for the next meeting subject to agreement by the council.)
6. **POLICE MATTERS** –
 - a. to resolve whether to submit any matters to the Local Focus Hub.
 - b. to receive any information on any Police matters
7. **HIGHWAYMAN’S REPORT**- to receive and discuss any matters arising.
8. **CHURCH INSTITUTE** – to receive a report.
9. **PLANNING APPLICATIONS** - You may view the details on the Westmorland and Furness website (where parishioners can submit their own observations directly.)
 - a. To Note the following application did not require approval

23/0174	CROGLIN HIGH HALL ARMATHWAITE CARLISLE CA4 9SG	<i>Prior Notification for the addition of solar panels on an agricultural building.</i>
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10. FINANCE

- a. **Payments-** to authorise schedule of payments totalling £5612.47 (VN 7-16)

VN	Inv. Date	PAYEE	CHQ. NO.	Purpose of Expenditure	AMOUNT £	VAT INCLUDED £	NET AMOUNT £
VN07	10/05/2023	N Phillips		Salary May	319.28	-	319.28
VN08	10/05/2023	N Phillips		Expenses May	24.39	-	24.39
VN09	10/05/2023	SRW Welding Ltd	INV-0057	Balance of work on War Memorial	1,800.00	-	1,800.00
VN10	21/04/2023	HSBC		Bank Charges	7.80	-	7.80
VN11	10/05/2023	Renwick with Croglin PCC		Churchyard maintenance	900.00	-	900.00
VN12	10/05/2023	Kirkoswald PCC		Churchyard maintenance	1,000.00	-	1,000.00
VN13	10/05/2023	Renwick Reading Room		Grant	500.00	-	500.00
VN14	10/05/2023	GNAAS		Donation	250.00	-	250.00
VN15	10/05/2023	Fellrunner Bus		Grant	311.00	-	311.00
VN16	10/05/2023	Lazonby Swimming Pool		Grant	500.00	-	500.00

- b. **Monthly reconciliation (April 2023)** – to receive and note the reconciliation and balances
 - c. **Receipt** – to note receipt from Westmorland and Furness council for precept of £15372 R02 and a cheque deposited in Penrith for £500.
 - d. **Monthly Budget-** To receive and note the monthly budget overview.
 - e. To approve the annual return 2022/23 and sign the Statement of Governance (papers to follow).
 - i. To receive for information the auditor’s report
 - ii. To discuss the Annual internal Audit report and any actions necessary
 - iii. To complete the Annual Governance Statement
 - iv. To agree and sign the accounting statement
11. **STYLE IN PARKHEAD**- to receive and update and resolve what action should be taken
 12. **PARISH LAND RENTAL FEES** – to clarify the rental fees for all Parish owned land
 13. **WAR MEMORIAL** – to resolve whether to create a further budget for stonemason work on memorial.
 14. **ASSET REGISTER**- To update the list of fixed assets owned by the Parish Council (Attached)
 15. **RISK MANAGEMENT POLICY** – to discuss the attached Draft Risk Management policy.
 16. **Councillors’ reports and items for future agenda**
 Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.

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17. Date of next meeting

The next meeting of the Parish Council will take place on Tuesday 13 June 2023 in Renwick Reading Room at 7:30pm.

Agenda items to be submitted to the Clerk by 12 noon on Friday 2 June 2023.

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Annual General Meeting followed by Ordinary Monthly Meeting of Kirkoswald Parish Council held at 7.30pm on Tuesday 10th May, 2022 in Kirkoswald Church Institute

Present: Cllr S Quinn (Chair), Cllr J Tea (Vice Chair), Cllr I Henderson, Cllr J Haugh, Cllr A Jackson, Cllr N Jackson, Cllr J Little, Cllr P Morgan, Cllr R Raine, N Phillips (Clerk)

Minutes

- 1. CHAIR'S REPORT 2021-22 -to Receive** the Chair's report. The main thrust of the work of the council over the past year has been the broadband project. There has also been large amounts of work maintaining the fabric of the parish – thanks were expressed to those who have supported.
- 2. APOLOGIES FOR ABSENCE**
Apologies received and accepted from Cllr N Edmondson (work commitments), Cllr W Smith (holiday).
- 3. ELECTION OF CHAIR 2022/23 – Cllr S Quinn** was re-elected as Chair for 2022/23.
- 4. DECLARATION OF OFFICE –** Received the Chair's signed declaration of acceptance of office.
- 5. ELECTION OF VICE CHAIR 2022/23 – Cllr J little** was elected as Vice-Chair.
- 6. MINUTES OF THE AGM HELD ON 4TH MAY 2021-Authorised** the chair to sign, as a correct record, the minutes of the meeting held on 4th May 2021.
- 7. REPRESENTATIVES ON OUTSIDE BODIES- Appointed councillors to the following bodies:**
Cllr J Tea – EALC and CALC
Cllr J Little- Police liaison and Church Institute
- 8. COMMITTEES AND SUB-COMMITTEES- Resolved** delay decision to next meeting re finance, Cllr R Raine to continue with Highways liaison.

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Minutes of the Kirkoswald Parish Council Meeting held on Tuesday 11 April 2023 in Kirkoswald Church Institute at 7.30 PM

Present: Cllr S Quinn (Chair), Cllr I Henderson, Cllr J Haugh, Cllr N Jackson, Cllr J Little, Cllr H Kent, Cllr R Raine, Cllr W Smith, Cllr J Tea

Also Present: N Phillips Clerk/RFO, WaF Cllr Robinson

Minutes

1. APOLOGIES FOR ABSENCE

received apologies and approved reasons for absence from Cllr A Jackson

2. MINUTES OF THE COUNCIL MEETING held on 14 March 2023

authorised the chair to sign, as a correct record, the minutes of the meeting held on 14 March 2023.

a. To discuss any matters arising

i. Telephone kiosk in Staffield – Clerk contacted BT, now owned by Community Heartbeat trust, have applied to transfer ownership cost of £25+ VAT (£30)

3. DECLARATIONS OF INTEREST

Cllr Little declared an interest in planning application 23/0180.

4. PUBLIC PARTICIPATION

Brian Smythe attended to thank the Parish Council for their support of his nomination for the High Sheriff's award for the work on the broadband project. Thanks were expressed to Brian as well for his efforts.

5. **Westmorland and Furness Councillor reports** – WaF Cllr Robinson. Creation of locality boards – for local area, strategic planning completed at WaF level with local planning groups. Locality boards will have some delegated funding for example highways.

6. POLICE MATTERS –

a. **resolved** not to submit any matters to the Local Focus Hub.

b. Nothing to report from the Police.

7. **HIGHWAYMAN'S REPORT**- received the following information- subsidence at Woodbrow towards Sickersgill bridge, Renwick to Raven Bridge, Cllr Little to send What3Words to clerk to report. Scalehill to Scalehouses numerous potholes. Surface water at Toddbank.

8. **CHURCH INSTITUTE** – duck race may have to be either diverted or postponed due to footpath work.

9. PLANNING APPLICATIONS -

a. noted the following applications that were emailed to the planning committee for comment and comments made online by the clerk.

23/0180	Townfoot Farm, Renwick, Penrith	Proposed two story extension to dwelling and general refurbishments including replacement roof and rebuilding of front elevation	No objections
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b. Noted the following applications were granted approval

22/0967	LAND AND BUILDINGS TO THE NORTH OF RENWICK RENWICK PENRITH CA10 1JL	Erection of roof over existing yard area
23/0049	SAND HILL KIRKOSWALD PENRITH CA10 1EN	Refurbishment and alterations to existing out buildings to form two bedroom annex accommodation, utility room and first floor

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		laundry room to existing domestic property and garage area. Part retrospective.
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c. Noted that the following application(s) have been refused

22/0112	BUSKRIGG RENWICK PENRITH CA10 1LA	Listed Building Consent to enable conversion of barn to dwelling.
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10. FINANCE

a. **Payments- authorised** schedule of payments totalling £607.35 (VN 01-06)

VN	Inv. Date	PAYEE	CHQ. NO.	Purpose of Expenditure	AMOUNT £	VAT INCLUDED £	NET AMOUNT £
VN01	12/04/2023	N Phillips		Salary April	309.88	-	309.88
VN02	12/04/2023	HMRC	475PQ00171766	PAYE	9.40	-	9.40
VN03	12/04/2023	Cumbria Payroll Services Ltd	SI-9540	Annual Payroll	174.00	34.80	208.80
VN04	12/04/2023	N Phillips		Expenses April	49.27	-	49.27
VN06	12/04/2023	Community Heartbeat Solutions Ltd	TB-0139	Payment for adoption of telephone kiosk	25.00	5.00	30.00

b. **Monthly reconciliation (March 2023) – received and noted** the reconciliation and balances.

c. **Monthly budget-** received and noted

d. **Receipt – noted** receipt from various payees for Dig Grant £200 R26, Grant from Cumbria Community fund for war memorial railings £1000 R01, from HMRC VAT refund £124.93 R27, Rent for the pound £1 R28.

e. **noted** – that the clerk has moved the expenditure for the War Memorial Project and income to 2023-24 budget.

11. War Memorial Railings- discussed and resolved to agree the quote for £2750 to have the railings removed, powder coated and create new brackets.

12. The Pound in Renwick – resolved to ask the clerk to look into the process of selling the Pound and report back to a future meeting.

13. Fence on Parish Field, resolved to defer decision to next meeting.

14. Fence on permissive footpath- resolved that Cllr Little will repair the fence.

15. Parking near war memorial –resolved that there is no action to be taken.

16. Councillors' reports and items for future agenda

Style in Parkhead

Woodbrow – Fence is in a poor state and evidence of Ash dieback, thanks to Cllr Haugh and Jackson and Mr Logue for their work.

Parish land rental fees

17. Date of next meeting

The next meeting of the Parish Council will take place on Tuesday 9th May 2023 immediately after the Annual General Meeting and Electors Meeting of Kirkoswald Parish Council in Kirkoswald Church Institute at 7:30pm.

Agenda items to be submitted to the Clerk by 12 noon on Friday 28 April 2023.

KIRKOSWALD PARISH COUNCIL MEETING MAY 9 2023 – FINANCIAL OFFICER'S REPORT

ACCOUNTS FOR PAYMENT

I present for approval the following accounts for payment – Vouchers No.7 to 16 amounting to £5612.47

VN	Inv. Date	PAYEE	CHQ. NO.	Purpose of Expenditure	AMOUNT £	VAT INCLUDED £	NET AMOUNT £
VN07	10/05/2023	N Phillips		Salary May	319.28	-	319.28
VN08	10/05/2023	N Phillips		Expenses May	24.39	-	24.39
VN09	10/05/2023	SRW Welding Ltd	INV-0057	Balance of work on War Memorial	1,800.00	-	1,800.00
VN10	21/04/2023	HSBC		Bank Charges	7.80	-	7.80
VN11	10/05/2023	Renwick with Croglin PCC		Churchyard maintenance	900.00	-	900.00
VN12	10/05/2023	Kirkoswald PCC		Churchyard maintenance	1,000.00	-	1,000.00
VN13	10/05/2023	Renwick Reading Room		Grant	500.00	-	500.00
VN14	10/05/2023	GNAAS		Donation	250.00	-	250.00
VN15	10/05/2023	Fellrunner Bus		Grant	311.00	-	311.00
VN16	10/05/2023	Lazonby Swimming Pool		Grant	500.00	-	500.00

Approved - Minute No.	10A
Cheque Signatories	
Date	

KIRKOSWALD PARISH COUNCIL Bank Reconciliation as at 1/5/2023

Opening Balance at 1/4/23

21,857.48

	From Accounts spreadsheet			
	Previous Month	Current	This month	In year surplus/deficit
Receipts	£ -	£ 15,872.00	£ 15,872.00	
Payments	£ -	£ 615.15	£ 615.15	15,256.85
				37,114.33

Balance - All Bank Accounts				
	BMM	Charity Account		
Previous balance (last month)	£ 1,426.81	£ 20,413.87		
Payments out	£ 615.15	£ 615.15		
Payment in	£ -	£ 15,872.00		
Calculated Balance	£ 1,426.81	£ 35,670.72		Total at Bank
Actual balance	£ 1,426.81	£ 35,670.72		£ 37,097.53

		Cheque No	Amount £		
Deduct unrepresented cheques					
Money owed					
HMRC PAYE repayment	£	16.80			
Total unrepresented cheques					
Bank Balance - Unrepresented cheques					
					37,114.33

Actual Balance	37,114.33
Variance	0.00
Closing Balance	

Your Statement

Mr Nicholas Phillips
 Kirkoswald Parish Council
 14 Twickenham Court
 Carlisle
 CA1 3TW



Account Summary	
Opening Balance	20,413.87
Payments In	15,872.00
Payments Out	615.15
Closing Balance	35,670.72

1 April to 30 April 2023

International Bank Account Number
 GB42HBUK40361090508217

Branch Identifier Code
 HBUKGB4148T

Account Name
 Kirkoswald Parish Council

Sortcode **Account Number** **Sheet Number**
 40-36-10 90508217 470

Your Charitable Bank Account details				
Date	Payment type and details	Paid out	Paid in	Balance
31 Mar 23	BALANCE BROUGHT FORWARD			20,413.87
12 Apr 23	BP Nicholas Phillips VN01 Salary April	309.88		
	BP HMRC PAYE/NIC CUMB VN02 475PQ00171766	9.40		
	BP Cumbria Payroll VN03 SI-9540	208.80		
	BP Nicholas Phillips VN04 Expenses April	49.27		
	BP Community Heartbea VN06 TB-0139	30.00		19,806.52
21 Apr 23	DR TOTAL CHARGES VN10 TO 30MAR2023	7.80		19,798.72
27 Apr 23	CR CHQ IN AT 403610 R03		500.00	20,298.72
28 Apr 23	CR CUMBRIA LOCAL GOVT R02		15,372.00	35,670.72
30 Apr 23	BALANCE CARRIED FORWARD			35,670.72

Information about the Financial Services Compensation Scheme

Most deposits made by HSBC Business customers are eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at fscs.org.uk, call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website (hsbc.co.uk/fscs/).

Contact tel 03457 60 60 60
see reverse for call times
Text phone 03457 125 563
used by deaf or speech impaired customers
www.hsbc.co.uk

1 April to 30 April 2023

Your Statement

Account Name
Kirkoswald Parish Council

Sortcode Account Number Sheet Number
40-36-10 90508217 471

Credit Interest Rates	<i>balance</i>	<i>AER</i> <i>variable</i>	Debit Interest Rates	<i>balance</i>	<i>EAR</i> <i>variable</i>
Credit interest is not applied			Debit interest		21.34%

Interest

Credit Interest is calculated daily on the cleared credit balance and is paid monthly if applicable (this is not paid on all accounts, eg, Basic Bank Account, Bank Account and HSBC Advance). For personal current accounts (excluding Premier and Jade by HSBC Premier) overdraft interest is only charged on arranged overdrawn balances. Debit interest is calculated daily on the cleared debit balance of your account, it accrues during your charging cycle (usually monthly) and is deducted from your account following the end of your charging cycle.

Effective from 1 August 2017

Monthly cap on unarranged overdraft charges

1. Each current account will set a monthly maximum charge for:

- (a) going overdrawn when you have not arranged an overdraft; or
- (b) going over/past your arranged overdraft limit (if you have one).

2. This cap covers any:

- (a) interest and fees for going over/past your arranged overdraft limit;
- (b) fees for each payment your bank allows despite lack of funds; and
- (c) fees for each payment your bank refuses due to lack of funds.

The monthly cap on unarranged overdraft charges for the Bank Account, Current Account, Home Management Account, HSBC Advance Bank Account and Graduate Bank Account is £80.

The monthly cap on unarranged overdraft charges is not applicable to Bank Account Pay Monthly, Basic Bank Account, Student Bank Account, Amanah Bank Account and MyAccount as these accounts do not incur unarranged overdraft charges.

The introduction of the Monthly Maximum Charge will not affect any charging period that ended prior to 1st August 2017. Any notification of charges that are generated on or after 1st August 2017 will incorporate the new Monthly Maximum Charge cap.

The following references regarding debit cards only apply to personal customers, commercial customers please refer to your terms and conditions.

Your debit card

When you use your card abroad, your statement will show where the transaction took place, the amount spent in local currency and the amount converted into sterling. We also monitor transactions to protect you against your card being used fraudulently.

Unless you agree that the currency conversion is done at the point of sale or withdrawal and agree the rate at that time, for example with the shopkeeper or on the self-service machine screen, the exchange rate that applies to any non-sterling debit card payments (including cash withdrawals) is the VISA Payment Scheme Exchange Rate applying on the day the conversion is made.

For non-Sterling (foreign currency) transactions we will charge a fee of 2.75% of the amount of the transaction. This fee will be shown as a separate line on your statement as a 'Non-Sterling Transaction Fee'.

Details of the current VISA Payment Scheme Exchange Rates can be obtained from the card support section of hsbc.co.uk (UK customers) or ciiom.hsbc.com (Channel Islands and Isle of Man customers) or by calling us on the usual numbers. We will deduct the payment from your account once we receive details of the payment from the card scheme, at the latest, the next working day.

For cash machine withdrawals in a currency other than sterling we will charge a Non Sterling Cash Fee of 2% (minimum £1.75, maximum £5). This fee applies to all cash machines outside the UK, Channel islands and the Isle of Man and to cash machines in the UK, Channel Islands and Isle of Man if we convert the withdrawal to Sterling for you. HSBC Advance customers are exempt from this fee.

Some cash machine operators may apply a direct charge for withdrawals from their cash machines and this will be advised on screen at the time of withdrawal.

Recurring Transaction

A recurring transaction, sometimes called a continuous payment authority, is a series of payments collected with your agreement from your card by a retailer or supplier (for example, insurance cover). This is an agreement between you and the retailer. The Direct Debit Guarantee does not cover these transactions. If you wish to cancel a recurring transaction you can do this with the retailer or us. We can cancel the payment, however contacting the retailer allows you to also deal with the agreement you have with them and you can make other arrangements for the payment or cancellation of the goods or services. If you cancel with the retailer, we recommend you keep evidence of the cancellation. Once you have cancelled with the retailer or us, if the retailer does try to collect any future payments under the recurring transaction agreement, we will treat these as unauthorised. If we miss any of the cancelled transactions, please contact us.

The following references apply to all customers

Dispute resolution

If you have a problem with your agreement, please try to resolve it with us in the first instance. If you are not happy with the way in which we handled your complaint or the result, you may be able to complain to the Financial Ombudsman Service. If you do not take up your problem with us first you will not be entitled to complain to the Ombudsman. We can provide details of how to contact the Ombudsman.

The Financial Ombudsman Service does not apply to customers of our branches in the Channel Islands and Isle of Man, but you could be entitled to refer your complaint to the Channel Islands Financial Ombudsman in Jersey or Guernsey or the Financial Services Ombudsman Scheme in the Isle of Man. Please contact your branch for further details.

Telephone Banking Service

Customer representatives are available from 8am – 10pm everyday and 24 hours a day for HSBC Advance customers. Calls may be monitored or recorded for quality purposes. Alternatively for all your banking needs go to hsbc.co.uk (UK customers) or ciiom.hsbc.com (Channel Islands and Isle of Man customers).

Disabled Customers

We offer a number of services such as statements in Braille or large print. Please contact us to let us know how we can serve you better.

Lost and stolen cards

If any of your cards issued by us are lost or stolen please call our 24-hour service immediately on **03456 007 010** or if you are calling from abroad, please call us on **44 1442 422 929**.

KIKOSWALD PARISH COUNCIL

Land and Asset Register May 2021

ASSET	DESCRIPTION	LOCATION	VALUATION
Noticeboards	Wooden boards with metal/ wood posts	Kirkoswald Parkhead Renwick Scalehouses Staffield High Bankhill	Est. £1200 (6 @ £200)
Benches	Wood/ Metal	Various	Approx £1800
War Memorial	Stone structure surrounded by iron railings	The Square, Kirkoswald	Unknown
Land	Parish Field (Approx 4 of grazing land)	Berrymoor Field, High Bankhill	Registered Value Unknown
	Piece of Land	The Pinfold, Nr Lace's Garage, Kirkoswald	Registered Value Unknown
	Cobbled Area	The Square, Kirkoswald	Registered Value Unknown
	Piece of Land	Wood Brow, Nr Renwick	Registered Value Unknown
	Piece of Land	Scalehouses, Nr Renwick	Registered Value Unknown
	Piece of Land	The Pound, Renwick	Registered Value Unknown
	Piece of Land	Quebec, Kirkoswald	Registered Value Unknown

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SUMMARY OF RISK ASSESSMENT & INTERNAL AUDIT REPORT

In order to manage risk the Council carried out the annual assessment of risk at a Council meeting on 13 June 2023.

It is incumbent upon all authorities to assess and have strategies to manage the risks that are identified as potential sources of danger/loss within the Council and then to insure or have systems in place to minimise the liabilities.

The main risks attaching to the Council relate to its position as Employer, Property and Land owner and holder of monies precepted on the Unitary Authority or received in the form of grants or monies received from third parties. The Council has insured against the insurable risks to an appropriate level and these are index linked for assets and periodically reviewed.

Employer: The Council employs only one member of staff – the Clerk who works from home. The council holds employers liability insurance in the sum of £10m. Accident cover is provided for all Members and the Clerk whilst carrying out their respective roles.

Land and Property: The Council owns a number of Community assets which potentially place a liability on the council for the safety and wellbeing of the public whilst using these assets. The council holds public liability cover in the sum of £12m. In addition the individual assets are insured comprehensively against fire, theft and other perils to the sums indicated, Insurances are index linked and are periodically reviewed and reported upon to council.

Property Assets

Nil

Community Assets

Parish Field

The Pinfold

The Square Kirkoswald

Wood Brow

Piece of land at Scalehouses

The Pound, Renwick

Quebec, Kirkoswald

Kirkoswald playing field Play & Sports Equipment – £??

Village Seats (??) - £1800

Village Noticeboards (7) - £1400

Automated External Defibrillators and External Cabinets (1) - £1000

Office Assets

½ share of laser printer £100

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Contracts: A potential area of risk is in the issuing of contracts. The major service contract is the annual weed spraying of open space land. This is contracted to Campbell Logue. He has a proven competence and a full awareness of public liability and health and safety issues. The Council currently has a three-year contract in place with Campbell Logue to provide this service with fixed costs.???

Other contracts are generally unplanned responsive repairs and maintenance to community assets. These are often of small value and requiring an early response. For this reason Council rely on the response of known local tradesmen who can provide a timely and effective response. Where practical at least two quotes are obtained and a quotation is obtained in every instance.

Clerk: As their sole employee much of the risk carried by the Council is embodied in the position of the clerk. The clerk works from home and uses a computer to undertake the work of the council. The Council now has a comprehensive file of Policies and Procedures that must be adhered to by both the Clerk and Members to mitigate risks. ??

In the event of the short/long term unavailability of the clerk it may be possible to arrange temporary cover from a neighbouring parish or through CALC pending a more permanent solution.

Financial Safeguards:

The Financial Regulations are reviewed on an annual basis in January.

OVERALL SYSTEMS AND PROCEDURES

- The Council formally adopts a set of Financial Regulations and Standing Orders annually in January and May. Every councillor has a copy and they are uploaded on to the Council website. ??
- The Council has a Responsible Financial Officer being the Clerk who is appropriately qualified.
- The Council has an appointed parish councillor (Councillor Smith) to check financial details and the bank reconciliation before every meeting. The Bank Reconciliation is submitted to every meeting in the meeting pack and formally approved as an agenda item.
- The Council has an internal Auditor who is a qualified accountant.
- The Council reviews the effectiveness of its' systems and procedures annually. This is done every May when the Council approves the Annual Accounts for the previous year. The Clerk reads through the Governance Statement for agreement for approval before the accounts are approved.

FINANCIAL RECORDS

KIRKOSWALD PARISH COUNCIL

Parish Clerk: Nick Phillips, 14 Twickenham Court, Carlisle CA1 3TW Tel: 0750 800 1602

Email: KirkoswaldParishCouncil@Hotmail.co.uk Website kirkoswaldparishcouncil.co.uk

- The Cash Book is regularly maintained and updated throughout the year. *Monthly and Quarterly* accounts will also be presented to members for approval.
- The Cash Book arithmetic is reconciled and confirmed by the bank reconciliation.
- All other financial records are checked regularly. Members are issued with copies of the Schedule of Payments and Bank Reconciliation at each meeting. Accounts are issued at every meeting. The annual accounts are presented at the May meeting following inspection and approval by the Internal Auditor. All paperwork is uploaded on to the website.
- Payments in the cashbook are supported by invoices, authorised and minuted. A Schedule of Payments is presented to the members at each meeting, together with the invoices and following approval of the council the Schedule is signed and dated by the chair. The approved Schedule is noted in the minutes.
- Income is properly recorded and promptly banked.
- All income is noted on the agenda papers and recorded in the minutes.
- Councillors are kept aware of balances as they are issued with the monthly reconciliation and monthly accounts.
- All payments are approved by the Council. The payments are posted on the notice boards and agenda papers in advance. Payments are formally proposed and seconded and then approved before payment is authorised.
- All cheques are signed and counterfoils initialled by two authorised councillors. The Clerk is not a signatory.
- All electronic payments are prepared by the Clerk and then authorised by one of the bank signatories following approval of the Schedule of Payments.
- Actual expenditure against the budget is regularly reported to the council through the issue of monthly accounts
- No petty cash is held by the clerk or Members.
- Security controls over cash and near-cash are adequate and effective. No cash is held. Cheque books are stored in a safe at the Clerks home
- VAT on payments is identified, recorded and reclaimed on a regular basis
- S137 expenditure is separately recorded and within statutory limits.
- Where appropriate, debtors and creditors have been properly recorded.

PROVISION OF GOODS AND SERVICES

- All items are competitively purchased. Standing orders stipulate that at least three quotations must be sought.
- An audit trail from underlying financial records to the accounts is in place and checked by the Internal Auditor
- All capital works is administered in accordance with the Council's standing orders and financial regulations relating to contracts. No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, or the requisite borrowing approval has been obtained.

KIRKOSWALD PARISH COUNCIL

Parish Clerk: Nick Phillips, 14 Twickenham Court, Carlisle CA1 3TW Tel: 0750 800 1602

Email: KirkoswaldParishCouncil@Hotmail.co.uk Website kirkoswaldparishcouncil.co.uk

RISK MANAGEMENT

- Council minutes record the council carrying out an annual risk assessment.
- Insurance cover is appropriate and adequate and regularly reviewed by the RFO.

PRECEPT & BUDGETARY CONTROLS

- The council prepares an annual budget based upon anticipated income and expenditure including the use of reserves and all sources of funding for the year in support of its precept. The budget cycle is started in September with a view to being approved at the November meeting to levy a Precept for the next financial year. The council has until the end of December annually to agree a Precept.
- The annual budgets form the basis of financial control for the ensuing year.
- Unexplained variances from budget are explained following submission of the accounts for approval
- The precept recorded is checked so that it agrees to the Council Tax authority's notification
- The RFO/Clerk issues the precept to the billing authority and shall supply each member with a copy of the approved budget.

STAFFING

- All employees have contracts of employment with clear terms and conditions.
- Salaries paid agree with those approved by the council. The Clerk is paid by Standing Order which is recorded on the Schedule of Payments at each meeting ????
- Other payments to employees are approved by the council and paid appropriately.
- PAYE/NIC is properly operated by the council as an employer. The Council is a registered employer with HM Revenue & Customs. The Council contracts the payroll to Cumbria Payroll Services.
- From 1 February 2017 the Council will be registered as a Pension Authority. There will be no employees enrolled currently.

ASSET MANAGEMENT

- The council maintains a register of all material assets owned or in its care.
- The Assets and Investments register is kept up to date and is published on the Council website

Signed:

Chairman of Parish Council

Dated:



Make a bill payment

- 1. Payee details
- 2. Payment details
- 3. Check and confirm
- 4.

✔ Done! Payment created.

Summary

From	40-36-10 90508217 CHARITABLE KIRKO PARISH COU	
Payment date	10 May 2023	
Nicholas Phillips KO Council 	GBP 319.28	✔ Payment has been successfully created Your payment instructions have been received and are bei To guarantee your payment will be made please ensure yc sufficient covering formal overdraft facility available by the

Authorisation

Authorised by GBHBEU1003867766PHILLIPSNICHOL	Date and time 01 May 2023 at 12:23:19
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Make a bill payment

- [1. Payee details](#)
- [2. Payment details](#)
- [3. Check and confirm](#)
- [4. Done!](#)

✔ Done! Payment created.

Summary

From	40-36-10 90508217 CHARITABLE KIRKO PARISH COU
Payment date	10 May 2023

Nicholas Phillips EXP May 	GBP 24.39
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✔ Payment has been successfully created

Your payment instructions have been received and are bei
To guarantee your payment will be made please ensure yc
sufficient covering formal overdraft facility available by the

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SRW WELDING INVOICE

Nick phillips

Invoice Date
29 Apr 2023

Invoice Number
INV-0057

Reference
QU-0057

SRW Welding Limited
Attention: Shaun Warwick
154 Lowry Hill Road
Carlisle
Cumbria
CA3 0ER
GBR

Description	Quantity	Unit Price	Amount GBP
FINAL INVOICE	1.00	1,800.00	1,800.00
Removal of war memorial gate and railings.			
Replace existing brackets with welded on longer ones to be able to bolt to posts.			
Weld broken post as discussed.			
Sand blast and powder coat all steelwork.			
Re- install all steelwork with new fixtures and fittings.			
DEPOSIT RECEIVED - £950, thank you.			
		Subtotal	1,800.00
		TOTAL NO VAT	0.00
		TOTAL GBP	1,800.00

Due Date: 29 Apr 2023

Payment can be made via Bank Transfer to the following account:

Account Name: SRW WELDING LIMITED

Sort Code: 087199

Account No: 06103194

All steelwork created by SRW WELDING LIMITED is covered by a 4 week structural warranty. This warranty covers the main body of the box against structural failure, central divider and hinges. Exclusions to this are, Failure due to Accident/Impact Damage, Matting or Damage due to chewing Vents/Doors. Powder coated finish guaranteed for 4 weeks from purchase date excluding scratching by dogs. During this period defective products will be repaired/replaced at our discretion. The cost of returning the product for warranty work will solely be at the expense of the customer. All products not made by SRW WELDING LIMITED and supplied by us are covered by their own manufacturers warranty.



PAYMENT ADVICE

To: SRW Welding Limited
Attention: Shaun Warwick
154 Lowry Hill Road
Carlisle
Cumbria
CA3 0ER
GBR

Customer Nick phillips

Invoice Number INV-0057

Amount Due **1,800.00**

Due Date 29 Apr 2023

Amount Enclosed

Enter the amount you are paying above



Make a bill payment

- 1. Payee details
- 2. Payment details
- 3. Check and confirm
- 4. Done! Payment created.

Done! Payment created.

Summary

From	40-36-10 90508217 CHARITABLE KIRKO PARISH COU
Payment date	10 May 2023

SRW WELDING LIMITE
INV-0057
08-71-99 06103194

GBP 1,800.00

Payment has been successfully created

Your payment instructions have been received and are being processed. To guarantee your payment will be made please ensure you have sufficient covering formal overdraft facility available by the payment date.

Authorisation

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Date and time
01 May 2023 at 12:26:36

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Make a bill payment

- [1. Payee details](#)
- [2. Payment details](#)
- [3. Check and confirm](#)
- [4. Done!](#)

✔ Done! Payment created.

Summary

From	40-36-10 90508217 CHARITABLE KIRKO PARISH COU
Payment date	10 May 2023

Renwick Church KO Grant 	GBP 900.00
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✔ Payment has been successfully created
Your payment instructions have been received and are bei
To guarantee your payment will be made please ensure yc
sufficient covering formal overdraft facility available by the

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Make a bill payment

- 1. Payee details
- 2. Payment details
- 3. Check and confirm
- 4. Done! Payment created.

Done! Payment created.

Summary

From 40-36-10 90508217
CHARITABLE
KIRKO PARISH COU

Payment date 10 May 2023

Kirkoswald PCC
KO PC Grant
4 [REDACTED]

GBP 1,000.00

Payment has been successfully created

Your payment instructions have been received and are bei
To guarantee your payment will be made please ensure yc
sufficient covering formal overdraft facility available by the

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Make a bill payment

- 1. Payee details
- 2. Payment details
- 3. Check and confirm
- 4. Done! Payment created.

Done! Payment created.

Summary

From 40-36-10 90508217
CHARITABLE
KIRKO PARISH COU

Payment date 10 May 2023

Renwick Reading
KO PC Grant
[REDACTED]

GBP 500.00

Payment has been successfully created

Your payment instructions have been received and are being processed. To guarantee your payment will be made please ensure you have sufficient covering formal overdraft facility available by the payment date.

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Make a bill payment

- [1. Payee details](#)
- [2. Payment details](#)
- [3. Check and confirm](#)
- [4. Done!](#)

✔ Done! Payment created.

Summary

From	40-36-10 90508217 CHARITABLE KIRKO PARISH COU
Payment date	10 May 2023

GNAAS KIRKOSWALD PARISH 	GBP 250.00
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✔ Payment has been successfully created

Your payment instructions have been received and are bei
To guarantee your payment will be made please ensure yc
sufficient covering formal overdraft facility available by the

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Make a bill payment

- 1. Payee details
- 2. Payment details
- 3. Check and confirm
- 4. Done! Payment created.

Done! Payment created.

Summary

From	40-36-10 90508217 CHARITABLE KIRKO PARISH COU
Payment date	10 May 2023
Fellrunner KO PC Grant 4 [REDACTED] 7	GBP 311.00

Payment has been successfully created

Your payment instructions have been received and are being processed. To guarantee your payment will be made please ensure you have sufficient covering formal overdraft facility available by the payment date.

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Make a bill payment

- 1. Payee details
- 2. Payment details
- 3. Check and confirm
- 4. Done! Payment created.

Done! Payment created.

Summary

From 40-36-10 90508217
CHARITABLE
KIRKO PARISH COU

Payment date 10 May 2023

LAZONBY AND DISTRI
KO PC GRANT
XXXXXXXXXX

GBP 500.00

Payment has been successfully created

Your payment instructions have been received and are bei
To guarantee your payment will be made please ensure yc
sufficient covering formal overdraft facility available by the

Authorisation

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