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

No Mulli

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.

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

- 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	Prior Notification for the addition of solar panels on an agricultural building.
---------	--	--

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	ı	250.00
VN15	10/05/2023	Fellrunner Bus		Grant	311.00	ı	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.

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

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.

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

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

<u>Present</u>: 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.

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

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,	Proposed two story extension to dwelling and general	No
	Renwick, Penrith	refurbishments including replacement roof and	objections
		rebuilding of front elevation	,

b. Noted the following applications were granted approval

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

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

		laundry room to existing domestic property and garage area. Part retrospective.
c. N	loted that the following application	on(s) have been refused
22/0112	BUSKRIGG RENWICK	Listed Building Consent to enable conversion
	PENRITH CA10 1LA	of barn to dwelling.

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	NET
					£	INCLUDED	AMOUNT
						£	£
VN01	12/04/2023	N Phillips		Salary April	309.88	_	309.88
		·		7 1			
VN02	12/04/2023	HMRC	475PQ00171766	PAYE	9.40	-	9.40
		Cumbria Payroll					
VN03	12/04/2023	Services Ltd	SI-9540	Annual Payroll	174.00	34.80	208.80
VN04	12/04/2023	N Phillips		Expenses April	49.27	-	49.27
		Community		Payment for			
		Heartbeat		adoption of			
VN06	12/04/2023	Solutions Itd	TB-0139	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

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

מות		00.00	•	00.00	
	Approv	Approved - Minute No.	ute No.		10A
	Cheque	Cheque Signatories	ries		
	Date				

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

21,857.48

Opening Balance at 1/4/23

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					nts	nk Accour	Balance - All Bank Accounts Charity Account	ВММ
From Accounts spreadsheet Previous Month Current This month In y £ - £ 15,872.00 £ 15,872.00 £ - £ 615.15 £ 615.15								
From Accounts spreadsheet Previous Month Current This month £ - £ 15,872.00 £ 15,872.00	37,114.33	15,256.85	£ 615.15	615.15	Ħ	1	ħ	Payments
Current This month			£ 15,872.00	15,872.00	њ		Η'n	Receipts
From Accounts spreadsheet	ficit	In year surplus/de			Cum	onth	Previous Mo	
					eet	spreadshe	From Accounts s	

		Dalanco	All Dank Assaunts		
	BNANA	Chari-	Charity Account		
Previous balance (last month)	מא	1,426.81 £	20,413.87		
Payments out				£ 615.15	
Payment in	Ħ	· th	15,872.00	£ 15,872.00	Total at Bank
Calculated Balance	Η'n	1,426.81 £	35,670.72		
Actual balance	Ħ	1,426.81 £	35,670.72		£ 37,097.53
Deduct unpresented cheques		Cheque No Amount £	unt £		
Money owed					
HMRC PAYE repayment	מז	16.80			
			_	Money owed	16.80
				Total unpresented cheques	£0.00
				Bank Balance - Unpresented cheques	37,114.33
Actual Balance					37,114.33
Variance					0.00

Closing Balance



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

Your Statement

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



Opening Balance	20,41 3.87
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

			tails			
Date	Pay	ment type and details		Paid out	Paid in	Balance
31 Mar 23		BALANCE BROUGHT FOR	WARD			20,413.87
12 Apr 23	BP	Nicholas Phillips	VN01			_5,110.07
•		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 FORV	VARD			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

		AER			EAR
Credit Interest Rates	balance	variable	Debit Interest Rates	balance	variab le
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'.

HSBC UK Bank plc

Registered in England and Wales with registration number 09928412 Registered office: 1 Centenary Square, Birmingham B1 1HQ, United Kingdom

RFB1898 MCP50300 07/18 © HSBC Group 2018

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**.

Ħ	#######	######	#		ŏ č	15,976.00	יו מיו	£ 25,595.53	** **	TOTAL
50000000%	£ 500.00	500.00	ro.		.00	0.0	++		9 19	Miscellaneeous
tt						0.00	14		1,1	wayieaves
t					5		+	2.89	0 14	Bank Interest
#DIV/0!					11		1-1	9,51	9 10	Other Grants
+										
H					Õ	361.00	£	341.00	3	Rent
+	########	#######	#±		ŏ	£ 15,615.00	£ 6	£ 15,615.00	3	Precept inc CTRS Grant
+	Total					Budget	Bu	Actual	>	RECEIPTS
t							H			
Ħ	£ 6,219.82	5,612.47	m	607.35	€	13,603.99	ħ	£ 19,410.85	m	TOTAL
							1			
Ť					1		t			
+										
†							\parallel			
Ť							1			
Ť					1		\parallel			
	£ 39.80		80	39.80	3	125.00	£	124.93	ь	VAT
t					4	2,000.00	Ħ			Election Fee
h	£ 25.00		00	25.00	3 66	58.99	£	58.99	£	Miscellaneous
	£ 250.00	250.00	m		ŏ	250.00	£	250.00	3	Great North Air Ambulance
					0	0.00	£		3	Kirkoswald Village Shop
		900.00	מיו		ŏ	900.00	Ħ		£	Renwick Church
1	£ 500.00	500.00	m		ŏ	500.00	Ħ		4	Lazonby & Districy S/Pool
1			,		ŏ	0.00	_		19	KO Church Institue
1	£ 311.00	311.00	ן לין		ŏ	350.00	-		÷0	Fellrunner Village Bus
+		500.00	ו מו		ŏ	500.00	-	-	±9 ≈	Renwick Reading Room
†	£ 1,000,00	1 000 00			5 6	1 000 00	-		1 0	XO PCC
Ť					5 6	0.00	→ r	1 000 00	*	KO Methodist Church
t					ŏ	250.00	+	19.98	77	Event expenses
t					ŏ	20.00	+		13	Photocopying
t					ŏ	0.00	ı m		מיז מ	Playground
t	£ 1,800.00	1,800.00	m		ŏ	1,500.00	+	2,232.53	2 5	Repairs and maintenance
t					ŏ	0.00	2		3	B4RN project
	£ 7.80	7.80	th)		0	60.00) £	60.80	3	Bank Charges
					0	500.00	£	4	3	Subscriptions
1					ŏ	0.00	-		3	Room Rental
1					ŏ	200.00	_	2		Training
T					_	240 00	-			Office Accommodation & Computer Exes
1	£ 73.66	24.39	27 £	49.27	00 ₩	360.00	_		1 01	Travel & Office Expenses
t					5 6	90.00	to It	75.00	1 0	Andit Fees
†		019.20		490	_	600.00	+	1		Salailes/Nitrecit & Fayloii Selvices
	£ 812 56	319 28	28 f	493 28	ň	4 100 00	r)	4 274 39	r)	ADMINISTRATION Salaries/NI/Recrt & Payroll Sen
H					Ш	2023/24	202	2022/23	21	
% spend	Total		ļ		\dashv	dget	Bu	Actual	A	PAYMENTS
		May 16.6%	^^	April 8.3%					2022/23 ACCOUNTS	20:
	\	\		\						
1	,	,		,						

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

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

1602

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

KIRKOSWALD PARISH COUNCIL

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 an 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

THE Square Kirkoswalu

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

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

1602

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

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

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

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.

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.

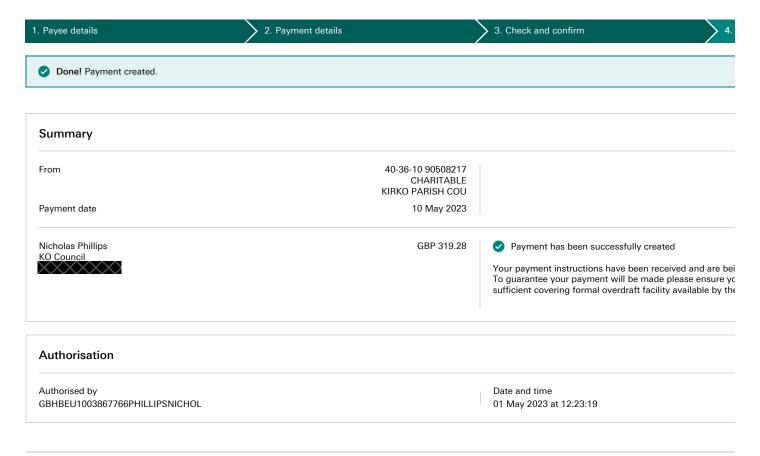
STAFFING

- 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

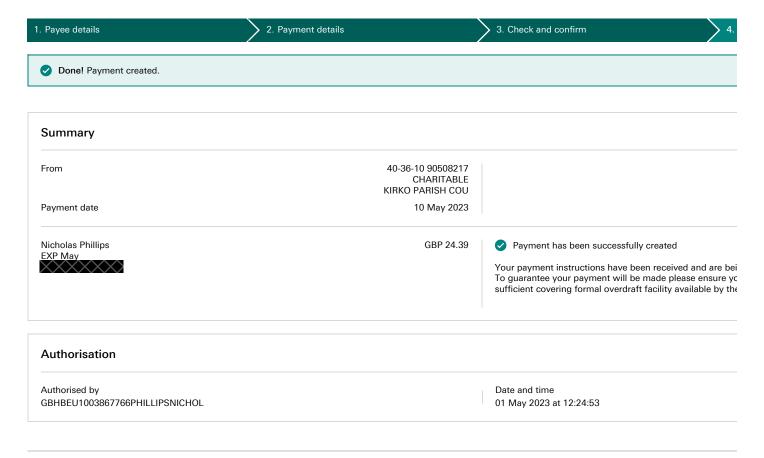
ASSET MANAGEMENT
 The council maintains a register of all material assets owned or in its care. The Assets and Investments register is kept up to date and is published on the Council website
Signed:
Chairman of Parish Council
Dated:





[©] Copyright HSBC Group. All rights reserved. No endorsement or approval of any third parties or their advice, opinions, information, products or services is expressed or implied by any information party websites or pages. Your use of this website is subject to the terms and conditions governing it. Please read these terms and conditions before using the website.





[©] Copyright HSBC Group. All rights reserved. No endorsement or approval of any third parties or their advice, opinions, information, products or services is expressed or implied by any information party websites or pages. Your use of this website is subject to the terms and conditions governing it. Please read these terms and conditions before using the website.



Amount GBP

1,800.00

SRW WELDING INVOICE

Nick phillips

Description

Invoice Date 29 Apr 2023

Invoice Number INV-0057

Quantity

Reference QU-0057 SRW Welding Limited Attention: Shaun Warwick 154 Lowry Hill Road Carlisle Cumbria

CA3 0ER

GBR

Unit Price

TOTAL 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
	T	OTAL NO VAT	0.00

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

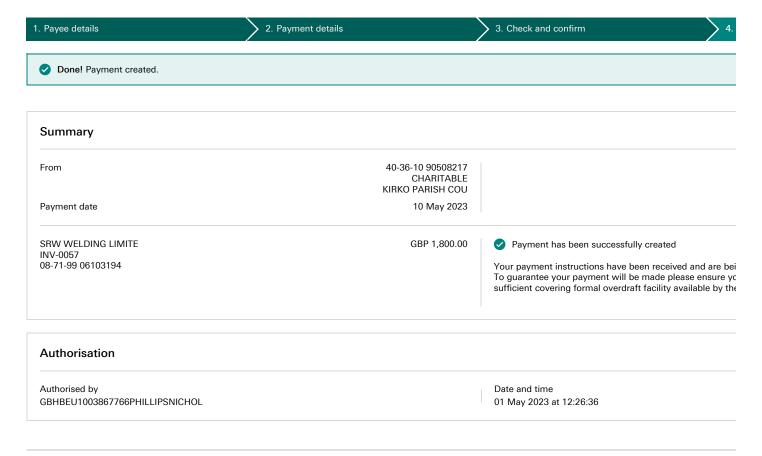
Amount Due 1,800.00

Due Date 29 Apr 2023

Amount Enclosed

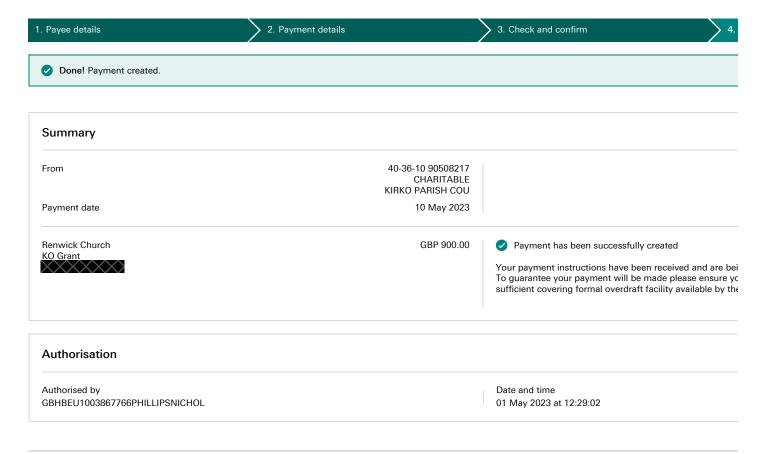
Enter the amount you are paying above





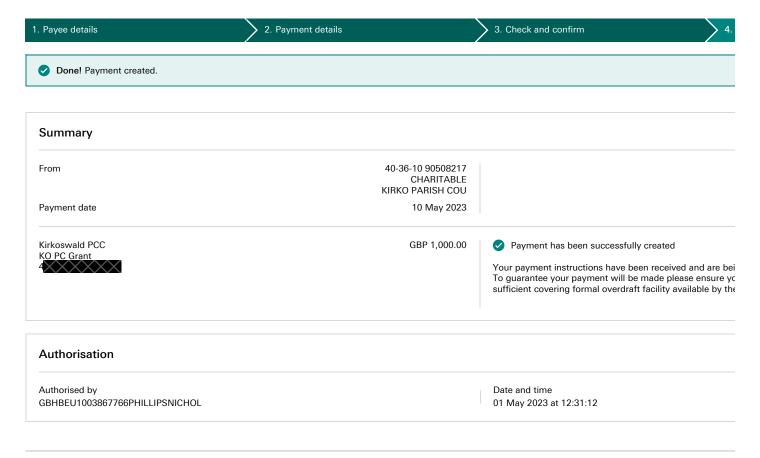
[©] Copyright HSBC Group. All rights reserved. No endorsement or approval of any third parties or their advice, opinions, information, products or services is expressed or implied by any information party websites or pages. Your use of this website is subject to the terms and conditions governing it. Please read these terms and conditions before using the website.





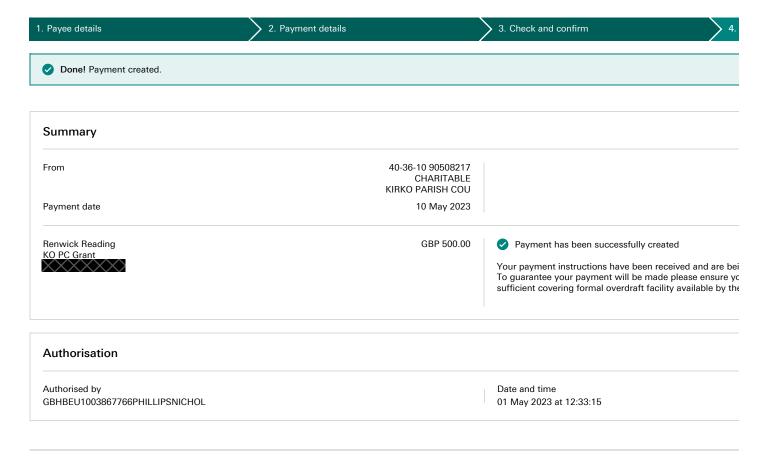
[©] Copyright HSBC Group. All rights reserved. No endorsement or approval of any third parties or their advice, opinions, information, products or services is expressed or implied by any information party websites or pages. Your use of this website is subject to the terms and conditions governing it. Please read these terms and conditions before using the website.





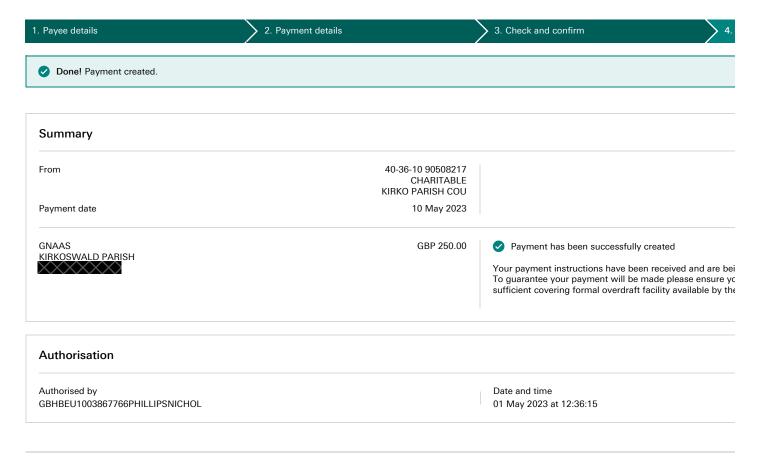
[©] Copyright HSBC Group. All rights reserved. No endorsement or approval of any third parties or their advice, opinions, information, products or services is expressed or implied by any information party websites or pages. Your use of this website is subject to the terms and conditions governing it. Please read these terms and conditions before using the website.





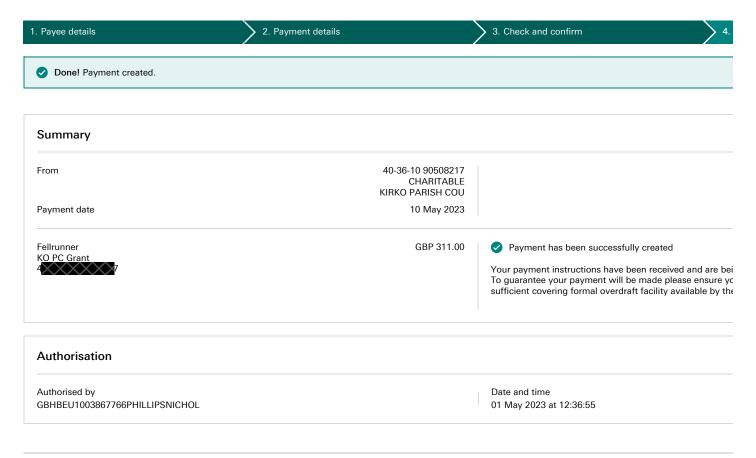
[©] Copyright HSBC Group. All rights reserved. No endorsement or approval of any third parties or their advice, opinions, information, products or services is expressed or implied by any information party websites or pages. Your use of this website is subject to the terms and conditions governing it. Please read these terms and conditions before using the website.





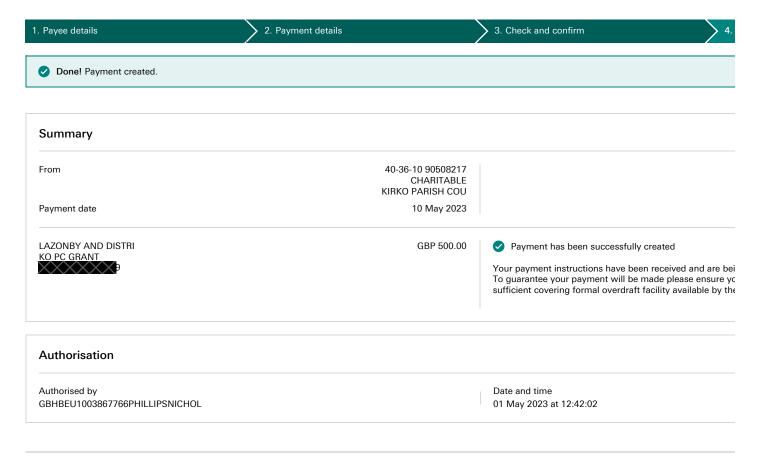
[©] Copyright HSBC Group. All rights reserved. No endorsement or approval of any third parties or their advice, opinions, information, products or services is expressed or implied by any information party websites or pages. Your use of this website is subject to the terms and conditions governing it. Please read these terms and conditions before using the website.





[©] Copyright HSBC Group. All rights reserved. No endorsement or approval of any third parties or their advice, opinions, information, products or services is expressed or implied by any information party websites or pages. Your use of this website is subject to the terms and conditions governing it. Please read these terms and conditions before using the website.





[©] Copyright HSBC Group. All rights reserved. No endorsement or approval of any third parties or their advice, opinions, information, products or services is expressed or implied by any information party websites or pages. Your use of this website is subject to the terms and conditions governing it. Please read these terms and conditions before using the website.