

DRAFT MINUTES OF THE MEETING OF CAPEL-LE-FERNE PARISH COUNCIL
HELD ON 17th MAY 2022

PRESENT: Cllrs; Alfsdotter, Holliday, Lake, Leppard, Norris, Pilcher, and Seager, together with Community Warden Jan Henry and PCSO Eva Winter and another.

1. PARISH CLERK REQUESTED NOMINATIONS TO APPOINT A CHAIRPERSON.

Cllr. Philippa Seager was nominated by Cllr. Lake, seconded by Cllr. Norris and agreed by all. A Completion of Declaration of Acceptance of Office was signed.

2. NOMINATIONS WERE REQUESTED TO APPOINT A VICE-CHAIRPERSON

Cllr. Keith Pilcher was nominated by Cllr. Lake, seconded by Cllr. Norris and agreed by all. A Completion of Declaration of Acceptance of Office was signed.

3. OTHER APPOINTMENTS FOR DELEGATES, COMMITTEES AND WORKING PARTIES - agreed by all present

- a) Play Equipment Delegate: Keith Pilcher.
- b) Highways Delegate: Lisa Alfsdotter - (HIP working party: Cllrs; Alfsdotter, Greening (tbc), Pilcher, Seager).
- c) Public Rights of Way Delegate: Anthony Lake.
- d) Speed Watch: Gemma Greening (to be confirmed)
- e) Planning Committee (with delegated powers): All members (trial basis on responses to applications).
- f) Resilience Plan: Keith Pilcher and Philippa Seager.
- g) Capel Cares/Ukraine: Anthony Lake.
- h) Other: New PCSO Eva Winter, was welcomed to meeting.

4. APOLOGIES – Cllrs. Greening, Young, District Councillor Martin Hibbert and County Councillor David Beaney.

5. PUBLIC ADDRESS TO COUNCILLORS, FEEDBACK FROM COUNCIL SURGERY and OTHER SOURCES

Public addressing the members, should be on this agenda item only and not during other discussions during the meeting. Items raised are discussed by Councillors under related entries on Agenda.

Surgery feedback

- E scooters on Playing Field and roads.
- Advertising Fruit Delivery in Grapevine.
- Use of Playing Field for fitness sessions by James Sheridan – agreed by all present.
- Overflowing bins on Old Dover Road – reported to Dover District Council.
- Grass verges Old Dover Road overgrown – reported to Kent Highways.

Other: None

6. MINUTES OF THE MEETINGS

- The Minutes of the Meeting held on 19th April 2022, were approved and signed as a correct record by the Chairperson, Cllr. Seager, proposed by Cllr. Holliday, seconded by Cllr. Pilcher and agreed by all.

7. DECLARATION OF PERSONAL INTERESTS – None.

8. MATTERS ARISING NOT COVERED ELSEWHERE ON AGENDA

- a) Lighthouse Inn – Still waiting investigation response from Dover District Council.
- b) Rear of Capel Street – Noise and illegal living accommodation - waiting investigation response from Dover District Council. Residents encouraged to report to DDC direct. (Page 7).

Signed Chairperson

Date: 21st June 2022

9. **PLANNING.**

a) **Applications.**

- 20/01569, The erection of two storey building incorporating 15 apartments (flats), communal social areas and associated parking and landscaping, Longships Cauldham Lane Capel Le Ferne CT18 7HG.
Action/Resolution: Waiting Dover District Council decision. District Councillor to make further enquiries on this application.
- 22/00043, Reserved matters application for approval of landscaping, layout, scale and appearance pursuant to outline application DOV/19/00669 for of 34 dwellings, Land Between Nos 107 And 127 Capel Street Capel Le Ferne
Action/Resolution: Waiting Dover District Council decision.
- 22/00143, Erection of a detached dwelling, detached garage with office over, new vehicular access and associated parking, Land Adjoining Cilcain Winehouse Lane Capel Le Ferne CT18 7HU
Action/Resolution: Waiting Dover District Council decision.
- 22/00335, Erection of 2 no. detached dwellings, boundary fence, turning area, new driveway, and associated parking (existing store and green house to be demolished), 127 Capel Street Capel Le Ferne CT18 7HA
Action/Resolution: Waiting Dover District Council decision.
- 22/00432, Variation of Condition 2 (approved plans) to allow amendments of planning permission DOV/21/01627 (Erection of a part first floor rear extension with steps, an observatory over, glass balustrade, an attached five-bay garage/home-office and solar panels to existing roof) (application under Section 73), Villacana New Dover Road Capel Le Ferne CT18 7JB
Action/Resolution: Waiting Dover District Council decision.
- 22/00420, Erection of a first-floor extension for the use as a holiday let with Juliette balcony and glass balustrade to front elevation, Clifftop Cafe Old Dover Road Capel-Le-Ferne CT18 7HT
Action/Resolution: Waiting Dover District Council decision.
- 22/00483, Erection of single storey rear extension, insertion of external side door and window alteration, 117 New Dover Road Capel Le Ferne CT18 7JL
Action/Resolution: Waiting Dover District Council decision.
- 22/00550, Erection of 2no. side dormer roof extensions, increase ridge height and installation of rooflights to facilitate loft conversion, 85 Capel Street Capel Le Ferne CT18 7HF
Action/Resolution: Waiting Dover District Council decision.

b) **(HLAA/LALP) - Dover District Council Land Allocation Local Plan Consultation**

Still waiting Phase 2 consultation notification from Dover District Council, expected early Summer 2022.

10 **DELEGATES' REPORTS**

a) **Neighbourhood Watch**

Community Warden Jan Henry and PCSO Eva Winter will follow up on:

Enforcement in neighbour disputes, noise issues, unauthorised living accommodation, parking at school session times and illegal use of e-scooters.

b) **Play equipment**

- Status of equipment, circulated to members. (Page 5)
- Junior slide refurbished and gate closures working.
- Quote received for treating corrosion and painting gym equipment – Action/Resolution: Proposed by Cllr. Pilcher, seconded by Cllr. Lake and agreed by all present, to accept option 1, cost £1,150.00.
- Cut back of vegetation around BMX Trail to be requested to contractors, Harmer and Sons.

c) **Traffic Management**

- Lorries using Capel Street Still waiting Enforcement Officer at Dover District Council on their investigations.
- TAP being implemented and reports when being received from District Councillor Hibbert. Meeting of authorities – Cllr. Hibbert not invited to attend, so no report. Copy of Natalie Elphick write-up circulated to members.
- Highway Improvement Plan (HIP) - Meeting of working party of Cllrs; Alfspotter, Greening, Pilcher and Seager arranged for 19th May to review and revise plan.
- Dover Hill – removal from agenda until response received.

Signed Chairperson

Date: 21st June 2022

d) **Public Rights of Way**

- North Downs Way coastal path trimmed. Monitoring all other areas for annual maintenance.
- Green Lane volunteer vegetation clear-up on-going. Kent County Council agreed volunteer clear-up, with expert advice to be sought on removing ivy from trees. *Action/Resolution: Risk assessments to be put in place and taken into account on exact work carried out, including any use of chemicals. Cllr. Lake to progress further with contacting expert advice from Dover District Council Officer on trees. When all resolved and date arranged, volunteers to be requested via Jul Grapevine Newsletter.*

e) **Speed Watch**

All results of sessions are available on Parish Council Website LINK: capellefernepc.org.uk

Request to purchase new battery for Palm held device on old machine was agreed by all present, at a cost of £80.00.

f) **Events**

Queen's Platinum Jubilee 2022 – Next and final meeting planned for 25th May 2022 at 146 Capel Street. Items confirmed for agenda.

Prayer to be delivered by Pam Barr and Brian Williams; Approx. 8-10 helpers required on day; Paper crowns agreed to give out - Clerk to order; Grass cut to be requested week before; Promote competitions; Procession to light beacon all arranged; Mugs for school children to be delivered Friday; Table decorations purchased;

Mugs – waiting further stock to sell.

Green Canopy – Ask Cllr. Young to check if watering required. Request from member of community to plant a further larger tree. *Action/Resolution: Cherry tree costed at around £80. To be discussed further at future meeting when checked with resident.*

g) **Resilience Plan**

Plan waiting confirmation of named businesses/individuals for clarification as to their inclusion.

Action/Resolution: The Plan continues to be ongoing.

h) **Capel Cares**

Coffee mornings - still very busy with helping clients and coffee morning continue to be well supported.

Ukraine Refugees – Cllr. Seager to make enquiries on progression stages.

i) **Grapevine Newsletter and social media**

Weekly advertising on social media Beesborough Farm from Faversham fruit delivery, as a service being offered to the community was agreed by 7 members, with 1 member against.

j) **Village Hall Management Committee**

Full report in Grapevine Newsletter.

k) **Training/workshops/seminars**

Received and circulated to Councillors.

Cllr. Pilcher and Seager to attend the Town and Parish Meeting at Dover District Council.

l) **District Councillor Martin Hibbert:** No report.

County Councillor David Beaney: No report.

m) **Other**

- None.

11. **CORRESPONDENCE**

- **Other items received:**

List of email items received was circulated as attached. (Page 6)

12. **INSURANCE COVER FOR 2022-2023**

Quotation received from KALC Brokers “Gallagher” and circulated to members for approval. (Page 7)

Action/Resolution: Proposed by Cllr. Pilcher, seconded by Cllr. Lake and agreed by all present to accept proposal from Hiscox Insurance Company for the amount of £1,802.05, including tax and admin fee.

13. **DRAFT ANNUAL ACCOUNT REPORT 2021-2022** (Pages 8 and 9)

The Annual Accounts Return was circulated to members for approval. Agreement of Auditors named agreed. Proposed by Cllr. Pilcher, seconded by Cllr. Lake and agreed by all present. Accounts were signed as a true record by Chairperson and Responsible Finance Officer/Clerk. *Action/Resolution: Will now be submitted to Internal and External Auditors for clarification and certification.*

Signed Chairperson

Date: 21st June 2022

14. CHEQUES/BACS PAYMENTS

The attached cheques and BACS payments were approved and authorised: (*Page 10*)

Proposed by Cllr: Pilcher, seconded by Cllr: Lake and agreed by all present.

Signed by the Chairperson Cllr. Seager, having been confirmed by Clerk/Responsible Finance Officer.

15. MATTERS CONCERNING THE PARISH

a) **Councillors' comments** –

- Thanks, expressed to all members over the difficult last two years, especially to Cllrs: Pilcher and Seager for their on-going work relating to the Jubilee events.
- Fibre optic work in village discussed. More information to be delivered on access presumed to be by individual provider – to be confirmed.

b) **Approve resolution to discuss any confidential issues** – None

16. DATE OF NEXT MEETING

Tuesday, 21st June 2022 at 7.30pm in the Village Hall, (small hall),
Lancaster Avenue, Capel-le-Ferne, CT18 7LX.

17. CONFIDENTIAL ITEMS – None.

The meeting closed at 9.15pm.

Signed Chairperson
Date: 21st June 2022

Recreational Facility Report

Date Inspected 17/05/22

AGENDA item 10b

	Item	Structure	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use
Zip Wire Petanque Court	Wire Tension	√	N/A	√	N/A	√	N/A	N/A	√
	Running Gear	√	√	√	N/A	√	N/A	N/A	√
	Zip Wire Seat	√	N/A	√	N/A	√	N/A	N/A	√
	Rubber Tyre Stops	√	N/A	√	N/A	√	N/A	N/A	√
	Ramps and Platforms	√	N/A	√	N/A	√	N/A	N/A	√
	Support Structures	√	N/A	√	N/A	√	N/A	N/A	√
	Groud Mats	√	N/A	√	√	√	√	√	√
	Petanque Court	N/A	N/A	N/A	√	√	N/A	√	√

Comments

	Item	Structure	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use
Surrounds	Youth Shelter	√	N/A	√	√	√	N/A	√	√
	Picnic Tables and Bench	√	N/A	√	√	√	N/A	√	√
	BMX Double Ramp	√	N/A	√	X	√	N/A	√	√
	BMX Duck Under Hurdle	√	N/A	√	N/A	√	N/A	X	X
	BMX Jump Ramp	√	N/A	√	√	√	N/A	X	X
	BMX Slalom Poles	√	N/A	√	N/A	√	N/A	X	X
	MUGA	√	N/A	√	√	√	N/A	√	√
	Petanque court	√	N/A	√	√	√	√	√	√
	Litter Bins	√	N/A	√	N/A	√	N/A	√	√
	Village Hall Defibrillator	Batteries installed for 5 years 27/03/2018				Check Unit	√	Check Pad Date	√
	Shop Defibrillator	Battery expiry January 2026				Check Unit	√	Pad Expiry 19/06/25	

Comments: **BMX DOUBLE RAMP Surface worn on double ramp but not serious.****BMX course overgrown**

	Item	Structure	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use
Skate Park	Beatrice Rd end Ramp	√	√	√	√	√	√	√	√
	Centre Ramp	√	√	√	√	√	√	√	√
	Elizabeth Drive end Ramp	√	√	√	√	√	√	√	√
	Grind Rail	√	√	√	√	√	√	√	√
	Bench	√	√	√	√	√	√	√	√
	Perimeter Fence	√	N/A	√	N/A	√	√	√	√

	Item	Structure	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use
Outdoor Gym Equipment	Step Up & Treadmills	√	√	√	√	√	√	√	√
	Pull Down & Shoulder Press	√	√	X	√	√	√	√	√
	The Bench	√	√	√	√	√	N/A	√	√
	Junior Recumbent Bike	√	√	√	√	√	N/A	√	√
	Senior Recumbent Bike	√	√	√	√	√	N/A	√	√
	Hand Bike	√	√	√	√	√	N/A	√	√
	Leg Press	√	√	√	√	√	√	√	√
	Junior Cross Trainer	√	√	√	√	√	N/A	√	√
	Senior Cross Trainer	√	√	√	√	√	N/A	√	√
	Senior Fitness Bike	√	√	√	√	√	√	√	√
	Junior Fitness Bike	√	√	√	√	√	√	√	√
	Chest Press	√	√	X	√	√	√	√	√
	Seated Row	√	√	√	√	√	√	√	√
	Leg Press & Oblique	√	√	X	√	√	√	√	√
	Welcome Sign	√	N/A	√	N/A	√	√	√	√

Some corrosion on leg press and shoulder press etc. (awaiting quote)




	Item	Structure	Moving Parts	Paint	Surfacing	Free from Vandalism	Signage	Area Cleanliness	Fit for Use
Childrens Play Area	Roundabout	√	√	√	√	√	N/A	√	√
	Todler Swings	√	√	√	√	√	N/A	√	√
	Junior Swings	√	√	√	√	√	N/A	√	√
	Alpine Crossing	√	√	√	√	√	N/A	√	√
	Multiplay	√	√	√	√	√	N/A	√	√
	Balance Bar	√	√	√	√	√	N/A	√	√
	Giant Steps	√	√	√	√	√	N/A	√	√
	Perimeter fence	√	N/A	√	N/A	√	√	√	√
	Mystical World Unit	√	N/A	√	√	√	N/A	√	√

Signed









Chairperson

Date: 21st June 2022

Associated Documents for Tuesday, 17th May 2022**Emails, Brochures, magazines, etc., correspondence items:****AGENDA item 11***(List of email items received attached and/or previously forwarded).**Due to a vast number of emails received and to save paper, if Councillors require any of them, please contact Clerk and relevant emails will be forwarded on).*

Public Policy Exchange	Improving Dementia Care: Assessing National Progress and Working to Provide Meaningful and ...	13/05/22 14:48
Jane Haselden	Summer of Accessibility - Free Webinars	13/05/22 11:49
National Association of Local Councils	 LOCAL ELECTIONS 2022	12/05/22 14:01
Charmaine Keatley	Sector Finance Survey 2022 - Updated	10/05/22 14:08
Dover District Council	Press Release	10/05/22 13:31
Community Halls	CHANCE OF FREE OIL FOR COMMUNITY BUILDINGS/CHURCH/LOCAL CHARITY	10/05/22 13:21
National Association of Local Councils	 NALC EVENTS	10/05/22 10:00
Rebecca Williams	Rural Kent Membership 2022/2023	05/05/22 15:23
National Association of Local Councils	★ STAR COUNCIL AWARDS 2022	05/05/22 10:03
National Association of Local Councils	 NALC EVENTS	05/05/22 10:03
MHM, Thanet (MENTAL HEALTH MATTERS - ...	Thanet Safe Haven - Mental Health Service for the Community	29/04/22 20:09
April Forshaw	Longest standing Governor set to lead the way	29/04/22 14:18
Charmaine Keatley	Trauma Teddy Bears	29/04/22 11:44
Tricia Casey-Green	KALC - Last Chance to book - Dynamic Councillor 28 April at 6pm	25/04/22 14:23

ITEMS ALREADY FORWARDED

→ National Association of Local Councils	 CHIEF EXECUTIVE'S BULLETIN	13/05/22 17:02
CAPEL-LE-FERNE PARISH COUNCIL	Fwd: Data Protection for Councillors - Rescheduled Event	11/05/22 15:24
Laura Dyer	KALC NEWS APRIL 2022	09/05/22 10:25
→ National Association of Local Councils	 CHIEF EXECUTIVE'S BULLETIN	06/05/22 15:02
→ National Association of Local Councils	 NALC NEWSLETTER	04/05/22 10:02
→ National Association of Local Councils	 NALC EVENTS	03/05/22 10:00
→ National Association of Local Councils	 CHIEF EXECUTIVE'S BULLETIN	29/04/22 15:30
→ kalcareasecretary@btinternet.com kalcareas...	Minutes - AGM/General Meeting and presentation	29/04/22 12:38
→ National Association of Local Councils	 NALC EVENTS	26/04/22 10:01
→ National Association of Local Councils	 CHIEF EXECUTIVE'S BULLETIN	22/04/22 17:15
→ Laura Dyer	Kent and Medway Patient Network Meeting April 28, 2-4pm.	22/04/22 16:40
→ kalcareasecretary@btinternet.com kalcareas...	Dover Area Committee AGM and Ordinary Meeting	22/04/22 15:40
→ Charmaine Keatley	Carbon footprint tool	20/04/22 16:17
→ National Association of Local Councils	 NALC EVENTS	19/04/22 10:00

Other items received

1. NALC -New Make a Chang Video, Jackie Weaver
2. DDC Community Housing Conference
3. Clerks & Councils Direct Magazine
4. Viking Catalogue and May Sales

Signed Chairperson

Date: 21st June 2022



Hiscox 1 Great St Helen's London EC3A 6HX United Kingdom

Quote SCHEDULE



Quote Reference - 504309466

The information contained on this page is confidential and should not be sent to third parties

INSURANCE DETAILS

Period of insurance :	Continuous cover from 01/06/2022 until the policy is cancelled
Date issued to insured :	12/05/2022
Underwritten by :	Hiscox Underwriting Ltd on behalf of the insurers listed for each section of the policy
Payment method :	Payment by Broker's Account

INSURED DETAILS

Insured :	Capel-le-Ferne Parish Council
Address :	39 Victoria Road Folkestone CT18 7LT
Additional insureds :	There are no Additional Insureds on this policy
Business :	Parish Council
General terms and conditions wording :	11604 WD-HSP-UK-PAC-GTC(4) The General terms and conditions apply to this policy in conjunction with the specific wording detailed in each section below

PREMIUM DETAILS

Annual premium :	£1,608.97	Annual Tax :	£193.08	Total :	£1,802.05
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Item description	Excess	Amount Insured
Total Buildings	N/A	£0
Gates and fences	£250	£20,769
Fixed outside equipment	£250	£3,878
Street furniture	£250	£29,309
War memorials	£250	£1,287
Playground equipment	£250	£148,721
Sports surfaces	£250	£0
Other surfaces	£250	£51,820
Rent receivable	£250	

Signed Chairperson

Date: 21st June 2022

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

CAPEL-LE-FERNE PARISH COUNCIL

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

	Agreed		
	Yes	No*	'Yes' means that this authority:
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:

17/05/22

and recorded as minute reference:

MIN MAY 2022 ENCE

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

Chairman

Clerk

ENTER <https://www.capellefernepc.org.uk/council-accounts/> PRESS

Section 2 – Accounting Statements 2021/22 for

CAPEL-LE-FERNE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	30,066	47,632	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	41,902	47,993	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	3,595	7,576	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	7,147	7,548	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	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	20,784	64,337	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	47,632	31,316	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	44,517	22,517	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	242,374	267,720	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	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
			✓
The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.			
N.B. The figures in the accounting statements above do not include any Trust transactions.			

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

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

Date 17/05/22 ✓

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

17/05/22 ✓

as recorded in minute reference:

MIN MAY 2022 ENCE

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

INCOME/EXPENSE 17.05.2022. To be confirmed and agreed - AGENDA item 14

Date	To/From Whom	Particulars of Payment	Amount	VAT	TOTAL EXPENSES	TOTAL RECEIPTS		Cheque, BACS, DD, SO		BANK A/Cs	Reconciled
	Brought Forward					69,272.43					
20.04.22	P Hancock	Speed Watch Case materials	171.40		171.40		R	BACS			
20.04.22	P Seager	Jubilee Fabric materials	147.25		147.25		R	BACS			
22.04.22	Dash UK Limited	Jubilee Mugs for sale	325.00	65.00	390.00		R	BACS			
22.04.22	HMRC	PAYE 4th quarter	400.61		400.61		R	BACS			
25.04.22	KALC	Annual Membership	572.54	114.51	687.05		R	BACS			
26.04.22	W Wheeler	Ukraine donations	110.00			110.00	R	BACS			
27.04.22	Harmer & Sons	Grounds Maintenance	570.00	114.00	684.00		R	BACS			
28.04.22	Staff	Expenses: Broadband & Energy April	25.00		25.00		R	SO			
29.04.22	Nat West	Interest Reserve account	3.68			3.68	R	INT			
03.05.22	M Wheeler	Ukraine Donation	30.00			30.00	R	BACS			
03.05.22	Kent Cables	Monthly Contract	37.50	7.50	45.00		R	DD			
04.05.22	P Seager	Jubilee decorations etc	26.96	5.39	32.35		R	BACS			
09.05.22	Nat West	Compensation Bank error	100.00			100.00	R	BACS			
09.05.22	Capel Groundworks	Heras fencing hire	56.00	11.20	67.20		R	BACS			
09.05.22	Gifford Haworth	Refurbishment climbing frame and goal posts	843.46		843.46		R	BACS			
09.05.22	Kent Cables	Monthly SIM	19.20	4.80	24.00		R	DD			
11.05.22	J Beckett	Advert	22.00			22.00	R	BACS			
11.05.22	J Newman	Advert	90.00			90.00	R	BACS		Cash/Chq in Hand	1.56
13.05.22	StreetZ2StreetZ	Advert	18.00			18.00	R	SO		Reserve A/c	64,962.24
17.05.22	Staff	Salaries May	536.68		536.68			BACS		Current	1,024.80
17.05.22	Staff	Expenses: Laptop replacement keys - 21.96, Hi viz jackets (Jubilee) - 47.88, Clipboards, paper, pens (Speed Watch) - 53.70, Land Registry Checks - 24.00	130.56	16.98	147.54			BACS		Project	140.19
											66,128.79
				339.38	4,201.54	69,646.11				Less Un-Reconciled	684.22
						65,444.57					65,444.57
<i>Balance b/fwd £0.19 Ukraine £140.00</i>			140.19								
<i>Balance in hand</i>			65,304.38								
TOTAL			65,444.57								

Signed Chairperson

Date: 21st June 2022