



You are invited to attend the next meeting of Whitworth Town Council, which will be held in the Council Chamber, Whitworth Civic Hall, Market Street, Whitworth on Thursday 20th June 2024 at 7.30pm

AGENDA:

1. To receive apologies and the reasons for absence.
2. To receive any Declarations of Interest.
3. To consider the minutes of the meeting held on 16th May 2024, and to approve them by the signature of the Chairman as a correct record.
4. Public Question Time.
5. Planning Applications for consideration and comment:
 - a) 2024/0200 63 Longacres Drive Whitworth Rossendale OL12 8QX - Householder: Conversion of garage to extended existing kitchen, new porch extension, extend pitched roof over existing flat roof with front and rear dormers.
 - b) 2024/0182 Change of use to HMO - Whitworth Working Mens Club 273 - 277 Market Street Whitworth Rossendale OL12 8PW.
6. To discuss the remainder of the Landgate proceeds received from Rossendale Borough Council.
7. To discuss the installation of a Letters to Heaven mailbox at Whitworth Cemetery.
8. To discuss creating an Environment and Wildlife Committee
9. To discuss awarding a trophy at Samba Dance's annual awards
10. To consider joining the Public Rights of way delivery scheme and the Biodiversity Small Grant Scheme for 2024/2025.
11. To consider commenting on Rossendale Borough Council's revised version of its Valuation Checklist documentation.
12. To discuss supporting a campaign to improve the safety of lithium batteries and their disposal.
13. To consider a donation application from Whitworth Valley Football Club.
14. To discuss the potential closure of Shawforth Chapel.
15. To receive and note the minutes of the Finance Monitoring Committee meeting held on 9th May 2024.
16. To discuss approving the use of a prepayment card for Farrow Hoyle Charitable Trust purchases.
17. To receive and note the Annual Internal Audit Report for the financial year 2022-2024 (attached).
18. To adopt and approve Section 1 of the Annual Governance and Accountability Return for the financial year 2023-2024 (attached).
19. To adopt and approve Section 2 of the Annual Governance and Accountability Return for the financial year 2023-2024 (attached).
20. To receive the report of the Town Mayor (not for discussion).
21. The Chairman or Clerk to answer questions from Councillors (Standing Orders 16 & 24 – 27, for information only).
22. To receive reports from delegates and representatives to outside organisations (for information only).
23. To receive and, if appropriate, adopt the financial statements presented by the Clerk.
24. To authorise the signing of orders for payment: schedule 1, 2 and 3, 2024-2025.
25. To carry out the internal audit.

A handwritten signature in black ink, appearing to read 'R Hodson'.

R Hodson, Town Clerk

For more information: please contact Rachel Hodson, Town Clerk: tel: 01706 852018 / email info@whitworth.gov.uk or visit www.whitworth.gov.uk
In person: Whitworth Town Council Offices, Civic Hall, Whitworth, OL12 8DP
(Monday-Friday, 9:30am – 2pm)

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

WHITWORTH TOWN COUNCIL

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

	Agreed		‘Yes’ means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
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.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
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.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.
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.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		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.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
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.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
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:

20/06/2024

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

X

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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Section 2 – Accounting Statements 2023/24 for

WHITWORTH TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	39382	48013	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	58330	60384	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	55261	118471	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	61957	68137	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	43003	120453	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	48013	38278	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	48035	37471	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	518834	519940	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).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	✓			The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 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

Rhodson **SIGNATURE REQUIRED**

Date

11/06/2024

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

20/06/2024

as recorded in minute reference:

MINUTE REFERENCE

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

X

SIGNATURE REQUIRED



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 - b) 2024/0182 Change of use to HMO - Whitworth Working Mens Club 273 - 277 Market Street Whitworth Rossendale OL12 8PW.
 - c) 2024/0242 Birchcliffe, Tonacliffe Road Whitworth Rochdale Lancashire OL12 8SJ - Householder: Proposed extension to the rear of the dwelling consisting of additional living space at ground floor level and within the roof space at first floor level.
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R Hodson, Town Clerk

Annual Internal Audit Report 2023/24

WHITWORTH TOWN COUNCIL

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During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

20/03/2024 24/04/2024 01/MOS/2024

TOM MIDDLEHURST

Signature of person who carried out the internal audit

T. F. Middlehurst

Date 17th June 2024

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).