

# Monk Fryston Parish Council

## **NOTICE OF MEETING**

I hereby give notice that a meeting of the Parish Council of the above-named Parish will be held at the Community Centre, Old Vicarage Lane on Tuesday 16 May 2023 following on from it's Annual Meeting which commences at 7.30pm.

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting. Dated this 10th May 2023

## **AGENDA**

Item		Lead
1	<ul style="list-style-type: none"><li>a To receive apologies for absence given in advance of the meeting</li><li>b To record apologies for absence not given in advance of the meeting</li><li>c To consider the approval of reasons given for absence</li></ul>	
2	<ul style="list-style-type: none"><li>a To receive declarations of interest</li><li>b To receive early verbal notice of any Councillor's intention to raise amendments to motions on the agenda as per Standing Order 1g.</li></ul>	
3	Confirmation of Minutes	
	<ul style="list-style-type: none"><li>a To confirm the Minutes of the Meeting held on 18 April 2023</li><li>b To confirm the Minutes of the Policies and Procedures Committee held on 21 March 2023</li></ul>	
4	Residents Issues (15mins allocated to receive residents representations to the Council)	
	<ul style="list-style-type: none"><li>a None received</li></ul>	
5	Planning	Chair
	<ul style="list-style-type: none"><li>1) To agree consultation responses to the following planning proposals:<ul style="list-style-type: none"><li>a Re-consultation on planning application accompanied by an environmental statement for extraction and processing of magnesian limestone, the installation and operation of a low-level aggregate processing plant with ancillary buildings and restoration by infilling of the void space with inert waste to original ground levels at land off A63 Lumby, North Yorkshire, LS25 5LD</li><li>b To erect a detached garage, 7 Orchard Close, Monk Fryston, Leeds</li></ul></li><li>2) Decision notices received<ul style="list-style-type: none"><li>a None received</li></ul></li><li>3 Appeal Notification</li></ul>	

# Monk Fryston Parish Council

Item		Lead																										
	a The appeal lodged with the Secretary of State for a lawful development certificate for existing use of land to keep building equipment and materials associated with being a self employed builder on land to the east of 7 Orchard Close Monk Fryston has been withdrawn by the applicant																											
6	Finances	Clerk																										
	<p>a <b>Authorised payments since last meeting:</b></p> <p>1 Bank Statement to 30 April refers (issued under separate cover).</p> <p>b <b>Current Account</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Current Account as Statement to 30 April 2023</td> <td style="text-align: right;">£32828.68</td> </tr> <tr> <td>Previous Balance</td> <td style="text-align: right;">£21,791.38</td> </tr> <tr> <td>Cash received</td> <td style="text-align: right;">£12,526.24</td> </tr> <tr> <td>Cheques issued and cleared</td> <td style="text-align: right;">£1,488.94</td> </tr> <tr> <td>Cheques not cleared</td> <td style="text-align: right;">£130.00</td> </tr> <tr> <td>Cash available when all cheques cleared</td> <td style="text-align: right;">£32698.68</td> </tr> </table> <p>c <b>Savings Accounts</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Yorkshire Bank</td> <td style="text-align: right;">£19,213.33</td> </tr> <tr> <td>Skipton BS</td> <td style="text-align: right;">£74,239.82</td> </tr> <tr> <td>Nationwide BS</td> <td style="text-align: right;">£72,107.90</td> </tr> </table> <p>d <b>Future Commitments / Income</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Liabilities as set out in Balance Sheet schedule</td> <td style="text-align: right;">(-) £4759.00</td> </tr> <tr> <td>Debtors</td> <td style="text-align: right;">(+) £00.00</td> </tr> <tr> <td>Total Commitments (-) / Income (+)</td> <td style="text-align: right;">(-) £4,759.00</td> </tr> </table> <p>e <b>Cash Book</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Cash Book Balance at 9 May 2023</td> <td style="text-align: right;">£32,698.68</td> </tr> </table> <p>f <b>Current Account / Cash Book Reconciliation</b></p> <p>The 'Cash available when all cheques cleared' (b above) reconciles with the 'Cash Book balance when all cheques cleared' (e above)</p> <p>g <b>Capital Reserve Statement to 1 May</b></p> <p>Amount ring-fenced for capital expenditure is £147,203  Amount ring-fenced for CIL expenditure is £5,128  Remaining reserve for non-capital expenditure is £35,929</p> <p>h <b>Audit Control</b></p> <p>Councillors to confirm that they are satisfied that the above demonstrates that the PC is maintaining an effective system of audit and control including taking account of commitments and liabilities as required by the annual audit.</p>	Current Account as Statement to 30 April 2023	£32828.68	Previous Balance	£21,791.38	Cash received	£12,526.24	Cheques issued and cleared	£1,488.94	Cheques not cleared	£130.00	Cash available when all cheques cleared	£32698.68	Yorkshire Bank	£19,213.33	Skipton BS	£74,239.82	Nationwide BS	£72,107.90	Liabilities as set out in Balance Sheet schedule	(-) £4759.00	Debtors	(+) £00.00	Total Commitments (-) / Income (+)	(-) £4,759.00	Cash Book Balance at 9 May 2023	£32,698.68	
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# Monk Fryston Parish Council

Item		Lead
7	Clerks Update	Clerk
	<p>a The Councils 'Need for a Pedestrian Crossing' document has been sent to the nominated NYC Councillors. The expenditure associated with the production of it will be presented to Council in due course. Purchases associated with it were made with the new bank credit card</p> <p>b The vat refund has been received from HMRC</p> <p>c The precept for the first half of the year has been received from HMRC</p> <p>d The PC's year end accounts have been sent to the internal auditor.</p> <p>e The PC's insurers have made payment against the planter damage claim other than the £125 excess. Payment against the clear up is held pending receipt of an invoice for the work.</p> <p>f The order for the Summer planting is about to be placed following receipt of competitive quotations. The cost is within the delegated expenditure allowance</p> <p>g After a discussion with the JBC Clerk the application for the JBC's online banking facility has been put on hold pending clarification of appointees.</p>	
8	Motions ( <i>in bold italic</i> )	Chair
	<p>a <b><i>To make payments in accordance with payments schedule</i></b> (issued under separate cover)</p> <p>b <b><i>To agree the Annual Return Governance Statement (draft document issued under separate cover)</i></b></p> <p>c <b><i>To agree the Bank Reconciliation Statement, the Annual Return Accounting Statement and the Explanation of Variances (documents issued under separate cover)</i></b></p> <p>d <b><i>To agree to renew the Council's insurance with BHIB's insurance renewal invitation for a premium of £415.81.</i></b> Renewal letter issued under separate email cover.</p> <p>e <b><i>To appoint two additional members to the Unity Trust Bank mandate</i></b></p> <p>f <b><i>To appoint a member to the Planting Group to fill the vacant seat</i></b></p> <p>g <b><i>To appoint a member to the Road Safety Working Group to fill the vacant seat</i></b></p> <p>h <b><i>To appoint member(s) to the Highways and Footpaths Group to fill the vacant seat(s)</i></b></p> <p>i <b><i>To appoint a member to the Policies and Procedures Group to fill the vacant seat</i></b></p> <p>j <b><i>To approve the Council's Publication Scheme (issued under separate cover)</i></b></p> <p>k <b><i>To approve the Councils 'Grievance Procedure' (issued under separate cover)</i></b></p> <p>l <b><i>To agree the circulation of Draft meeting minutes to Councillors for comment before publication.</i></b> The council has 28 days in which to publish its draft minutes. This should give sufficient time to allow councillors to comment on the draft before publication on the notice board or website. Any councillor amendments to be included at the discretion of the clerk. Any councillor amendments to be returned within 3 days of issue by the clerk. If agreed Standing orders to be updated to reflect this.</p> <p>m <b><i>To approve funding of £150 (maximum) to pay for a speed survey on Water Lane and Lumby Hill, and to formally approach North Yorkshire Highways with the following requests:</i></b>  <b><i>a) To conduct a speed survey of traffic along Water Lane and Lumby Hill</i></b></p>	

# Monk Fryston Parish Council

Item		Lead
	<p><i>(between the A63 and Mill Close)</i></p> <p><b>b) To implement a 20mph zone in the vicinity of Monk Fryston Primary School, to encompass Water Lane and Lumby Hill (between the A63 and Mill Close)</b></p> <p><sup>n</sup> <b>To identify any items requiring repair and / or maintenance and to agree action</b></p>	
9	Discussion Items	Chair
	<p>a Residents issues received under item 4</p> <p>b To make better use of the area at the Triangle – to install bench as example or other amenity.</p> <p>c In the absence of an election being called to discuss the timescale for the co-option of a councillor to fill the vacant seat.</p> <p>d Action to be taken pertinent to storage of the PC assets currently stored at Priory Park Grove</p> <p>e Under the PC’s Funding Policy is there an an expectation that the Clerk should review any applications for compliance with the aim of only putting them on the agenda if they are compliant or does Council take the view that it should not be denied the opportunity of considering all applications received?</p> <p>f Action to be taken in connection with historically uncashed cheques issued by the PC (Debtors and Creditors list issued under separate cover refers)</p> <p>g The fence separating the PC’s property and 50 Lumby Hill</p>	
10	Updates on actions agreed at previous meetings	
	<p>a The adhoc vegetation growth on the A63 railway bridge</p> <p>b Footpath along the side the Foundation Field</p> <p>c The request for a loan from the Cricket Club</p> <p>d Footpath to Church Lane submissions</p> <p>e Fryston Common Lane resurfacing request</p> <p>f Lack of dropped kerb on Water Lane</p> <p>g Bridge falling debris incident</p> <p>h Skipton Building Society account</p> <p>i TRO for Fryston Common Lane</p> <p>j Involving the school in a design for a new ‘coat of arms’</p> <p>k Planning application for MUGA</p> <p>l Street lighting cost saving measures</p> <p>m Cost assessment for repair of bench at Battersbys roundabout.</p> <p>n Quotations for new base and bench replacement at Chestnut Green</p> <p>o Insurance claim for planter damage.</p>	<p style="text-align: center;">Clerk</p> <p style="text-align: center;">Cllr NS</p> <p style="text-align: center;">Clerk</p> <p style="text-align: center;">Clerk</p> <p style="text-align: center;">Clerk</p> <p style="text-align: center;">Clerk</p> <p style="text-align: center;">Clerk</p> <p style="text-align: center;">Clerk</p> <p style="text-align: center;">Cllr NS</p> <p style="text-align: center;">Clerk</p> <p style="text-align: center;">Cllr NS</p> <p style="text-align: center;">Cllr RG</p> <p style="text-align: center;">Clerk</p>

# Monk Fryston Parish Council

Item		Lead
	p To discuss the repair of the Church Lane footpath with the original contractor	Clerk
	q Complaint about the presence of the container at the Community Centre.	Clerk
	r Complaint about late night anti social behaviour on the green at Chestnut Green.	Clerk
	s Review of the PC's risk assessment policy.	Clerk
	t New PC notice board	Clerk
	u Painting of the railings on the Mount.	Clerk
	v Adopting a commercial accounting system	Clerk
	w To request highways to refresh the yellow lines on Lumby Lane	Clerk
	x Research current market interest rates	Clerk
11	<b>Committee and Group updates</b>	Various
	a Burial Committee.	Cllr BH
	b Planting Group	Cllr AS
	c Road Safety Working Party	Cllr MB
	d Highways and Footpaths Group	
	e Comms Group	Cllr MB
	f Quality Council Foundation Status	Cllr BH
	g Policies and Procedures Group	Cllr BH
12	Correspondence	
	<b>POST IN</b>	
	a Unity Trust Bank re arrangement with Post Office	
	<b>POST OUT</b>	
	a Crossing submission to Cllrs Duncan and Grogan	
13	Items For Next Meeting	All
	a Items to be with Clerk before 9 June for next meeting on 20 June	

# Your Account Statement



For Businesses. For Communities. For Good.

Unity Trust Bank plc  
PO Box 7193  
Planetary Road  
Willenhall  
WV1 9DG

Mr Philip Scott  
24 Moss Row  
Wilsden  
BRADFORD  
West Yorkshire  
BD15 0EP

Date: 30/04/2023

Account Name: Monk Fryston Parish Council

Swift Code (BIC): [REDACTED]

IBAN Number: [REDACTED]

Sort Code: [REDACTED]

Account Number: [REDACTED]

Your arranged overdraft limit is £0.00

## Contact Us



Call us: 0345 140 1000



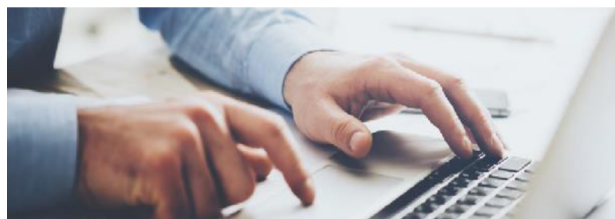
Email us: [us@unity.co.uk](mailto:us@unity.co.uk)



Visit us: [unity.co.uk](http://unity.co.uk)

## Fraud Reminder

Unity Trust Bank will NEVER ask you to share passwords or PINs. If you receive a suspicious call, please hang up and contact our dedicated fraud number, freephone 0808 196 8420 or email [fraud@unity.co.uk](mailto:fraud@unity.co.uk).



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: [FSCS.org.uk](http://FSCS.org.uk) or refer to our FSCS Information Sheet and Exclusions List at [unity.co.uk/fscs](http://unity.co.uk/fscs)

## Your Current T1 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
31/03/2023		Balance brought forward	£0.00	£0.00	£21,791.38
19/04/2023	Faster Payment Debit	B/P to: HMRC Cumbernauld	£290.00	£0.00	£21,501.38
19/04/2023	Credit	Credit 123456	£0.00	£1,331.06	£22,832.44
24/04/2023	Faster Payment Debit	B/P to: YLCA	£329.00	£0.00	£22,503.44

Page number 1 of 3

For Businesses.  
For Communities.  
For Good.

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Unity Trust Bank is entered in the Financial Services Register under number 204570.  
Registered Office: Four Brindleyplace, Birmingham, B1 2JB.  
Registered in England and Wales no. 1713124.  
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We invest in people Gold





**For Businesses.  
For Communities.  
For Good.**

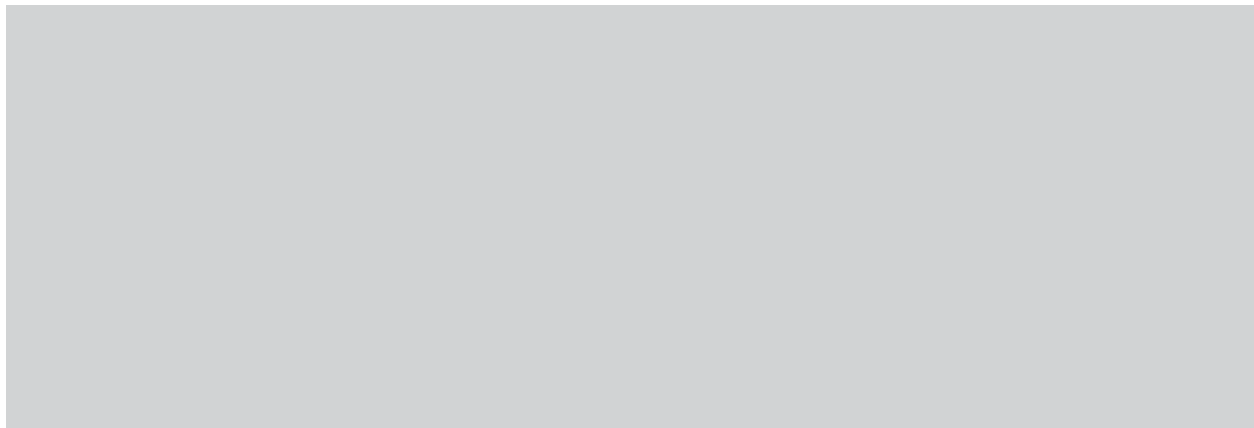
Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.  
Unity Trust Bank is entered in the Financial Services Register under number 204570.  
Registered Office: Four Brindleyplace, Birmingham, B1 2JB.  
Registered in England and Wales no. 1713124.  
Calls may be monitored and recorded for training, quality and security purposes.  
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We invest in people Gold



**Your Current T1 account transactions:**

Date	Type	Details	Payments Out	Payments In	Balance
24/04/2023	Faster Payment Debit	B/P to: MF H Community A	£25.00	£0.00	£22,478.44
24/04/2023	Faster Payment Debit	B/P to: S G Parkin Landsca	£345.00	£0.00	£22,133.44
24/04/2023	Faster Payment Debit	B/P to: Clearvision Window	£70.00	£0.00	£22,063.44
26/04/2023	Credit	HMRC VTR	£0.00	£893.18	£22,956.62
28/04/2023	Faster Payment Debit	B/P to: K F [REDACTED]	£95.87	£0.00	£22,860.75
28/04/2023	Faster Payment Debit	B/P to: [REDACTED]	£334.07	£0.00	£22,526.68
28/04/2023	Credit	N YORKS COUNCIL 91	£0.00	£10,302.00	£32,828.68







## Sending or Receiving Currency

You may be asked for your SWIFTBIC (Bank Identification Code) and IBAN (International Bank Account Number). These can be found at the top of this statement and are required to ensure that international banks can find the correct account to credit or debit funds.

When receiving currency into your Unity account, you must inform us of the transaction. The SWIFTBIC number relates to a central Unity account. We use this account to receive international currency before allocating the payment to your account. Please call us on 0345 140 1000 for more information.

## Fraud Concerns

If you have any concerns regarding fraud on your account, then please call the freephone number 0808 196 8420.

## What happens when something goes wrong?

If you have a problem with your Unity account or our service, please get in touch with us on 0345 140 1000. We aim to resolve any issues as soon as possible.

## Accessibility

Unity offers a number of supporting services such as statements in braille or large print. Please contact us for more information.

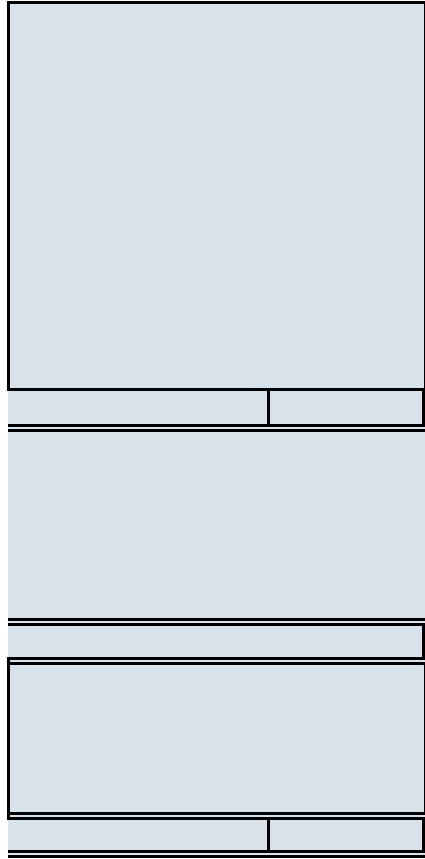
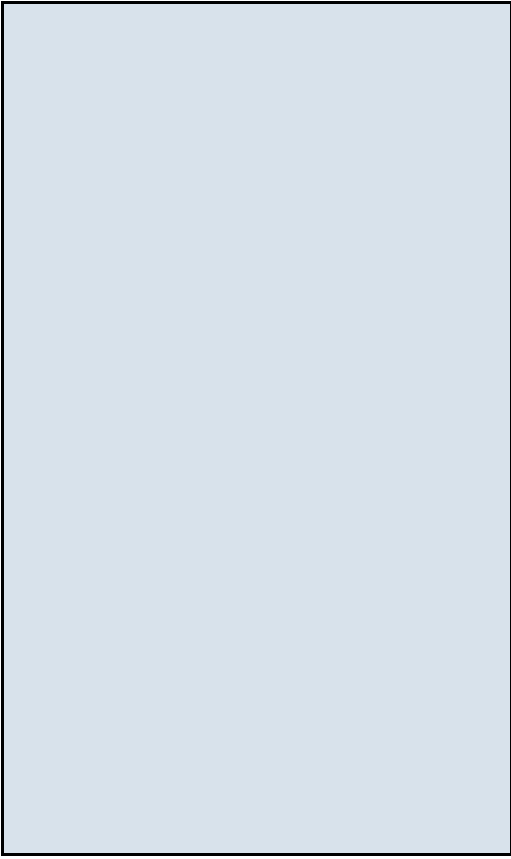
## Additional information

A copy of our interest rates can be found on our website – [unity.co.uk/interest-rates](https://www.unity.co.uk/interest-rates)

A copy of our fees and charges can be found on our website – <https://www.unity.co.uk/terms-and-conditions/>

This information is also available by calling 0345 140 1000.

To help us improve our service and maintain security, we may monitor and/or record your telephone calls with us.



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## DEBTORS AND CREDITORS 31st MARCH 2023

<b>Debtors</b>				
<b>UNITY TRUST BANK CURRENT ACCOUNT</b>				
		<b>2021.22</b>		<b>2022.23</b>
Current account statement 31 March 2023		£11,311.23		£21,791.38
<b>YORKSHIRE BANK SAVINGS ACCOUNT</b>				
Savings account statement 31 March 2023		£19,194.13		£19,213.33
<b>SKIPTON BUILDING SOCIETY ACCOUNT</b>				
Savings account statement 17 September 2022		£73,723.75		£74,239.82
<b>NATIONWIDE BUILDING SOCIETY ACCOUNT</b>				
Savings account statement 31 March 2023		£70,918.04		£72,107.90
<b>DEBTORS</b>				
Income -vat	£5,791.06		£893.18	
Hillam PC path clearing refund	£100.00			
Joint Burial Committee			£1,331.06	
<b>TOTAL</b>	<b>£5,891.06</b>	<b>£5,891.06</b>	<b>£2,224.24</b>	<b>£2,224.24</b>
<b>JOINT BURIAL COMMITTEE</b>				
		£4,902.44		£5,833.22

**COMMITMENTS (RESOLUTIONS etc)  
HISTORICAL**

village plan 200  
girl guides grant 191.25  
bench floor improvements 100

**Total 491.25**

**THIS FINANCIAL YEAR**

mill close light repair 188.23  
electrical test 543.51  
litter bin 350  
cleaning of bench 20  
CA grass cutting grant 387.5  
repair to sign 20  
CA statutory grant 1500  
spring planting 250  
planning consult. Shelters 50  
grit bin mill close  
lighting 4000  
st wilfrids floodlighting  
**Total 7309.24**

**CREDITOR (ACTUAL)**

Unbilled room hire £37.50

initial registration of Parish Council land.

**Total £191.50**

**Total liabilities £7,694.99**  
**Total creditors 2,471.37**  
**Commitments 5,223.62**

Debtor Value  
vat 2527.94

# Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

Receipts 27572 35126

Payments 33240 33602

MONK FRYSTON PARISH COUNCIL

Liquid Assets 187687 195409

Debtors 3682 3773

Fixed Assets 56805 62141

Liabilities 248174 261323

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

Liabilities	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	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

\*Please provide explanations to the external auditor on a separate sheet for each ‘No’ response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

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

and recorded as minute reference:

MINUTE REFERENCE

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

SCHEDULE OF PAYMENTS			Meeting	16 May 2023	
Payee	Invoice No	Amount	Vat	Item	Pay Ref
MF and H Community Association	23079	20.00	n/a	room hire	2073
<b>Total</b>		<b>£20.00</b>			



# Section 2 – Accounting Statements 2022/23 for

## MONK FRYSTON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	197,981	179,889	<i>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.</i>
2. (+) Precept or Rates and Levies	20,604	20604	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	17,735	15,470	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	4,342	6,250	<i>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.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	52,089	16,658	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	179,889	193,055	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>

8. Total value of cash and short term investments	179,889	193,055	<i>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.</i>
9. Total fixed assets plus long term investments and assets	68,146	68,320	<i>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.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

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

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE REQUIRED

DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Date



**MONK FRYSTON PARISH COUNCIL**

**BANK RECONCILIATION for the YEAR ENDING 31 MARCH 2023**

Prepared by Philip Scott (Clerk & RFO)

April 2023

**Current Account**

Bank Statement balance at 31 March 2023 £21,791.38

Unpresented cheques as at 31 March 2023

Receipts	£00.00
Payments	
cheque no 1217	(£30.00)
cheque no 1303	(£70.00)
cheque no 1307	(£10.00)
cheque no 1309	(£20.00)

Account balance when all cheques presented £21,661.38

**Cash Book**

Balance at 31 March 2023 £21661.38

**Cash Book Reconciliation for the year**

Opening Balance 1 April 2022	£11,151.23
Add: Receipts in the year	£32,393.68
Less: Payments in the year	£21,883.53
Closing balance at 31 March 2023	£21,661.38

**Yorkshire Bank Savings Account**

Opening Balance 1 April 2022	£19,194.13
Add: Receipts in the year	£19.20
Less: Withdrawals in the year	£00.00
Closing balance at 31 March 2023	£19,213.33

**Skipton BS Account**

Opening Balance 1 April 2022	£73,723.75
Add: Receipts in the year	£516.07
Less: Withdrawals in the year	£00.00
Closing balance at 31 March 2023	£74,239.82

**Nationwide BS Account**

Opening Balance 1 April 2022	£70,918.04
Add: Receipts in the year	£1189.86
Less: Withdrawals in the year	£00.00
Closing balance at 31 March 2023	£72,107.90

**Joint Burial Committee Account**

Opening Balance 1 April 2022	£4,902.44
Add: Receipts in the year	£2,535.18
Less: Payments in the year	£1604.39
Closing balance at 31 March 2023	£5,833.22

**Total balance of four accounts**

Current Account	£21,661.38
Yorkshire Bank Savings Account	£19,213.33
Skipton BS Account	£74,239.82
Nationwide BS Account	£72,107.90
Joint Burial Committee Account	£5,833.22
	<u>£193,055.65</u>



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<b>Title Publication Scheme</b>	Rev: 0.1
<b>Prepared and issued by: Bill Holmes</b>	<b>Issued:</b>
<b>Approved at Council Meeting Dated:</b>	

**Document Distribution**

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Review Frequency	Last Review Date	Quality Council Document Y/N
3 yearly		Y

**Document Change History**

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**Contents**

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## 1.0 Summary

The Parish Council is required by the Freedom of Information Act 2000 to adopt a Publication Scheme. The purpose of the scheme is to be a means by which local councils can make information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage local councils to publish more information proactively and to develop a greater culture of openness and transparency.

Monk Fryston Parish Council has adopted the Model Publication Scheme. This scheme includes some core information and some optional information.

The information contained in each class will be available in a variety of formats, namely by an email or hard copy on request to the Clerk, by inspection or on the council web site.

## 2.0 Classes of information

Information is divided into several classes to provide clarity these are as follows: -

Class	Description	Narrative
1	Who we are and what we do.	Organisational information, locations and contacts, constitutional and legal governance.
2	What we spend and how we spend it.	Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
3	What our priorities are and how we are doing.	Strategy and performance information, plans, assessments, inspections and reviews.
4	How we make decisions.	Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
5	Our policies and procedures.	Current written protocols for delivering our functions and responsibilities.
6	Lists and registers.	Information held in registers required by law and other lists and registers relating to the functions of the authority.
7	The services we offer.	Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

### 3.0 Responsibilities

The overall management of the publications scheme lies with the Parish Council as a corporate body. The Council has delegated specific responsibilities as defined below. The approval of this document also confirms the delegations as detailed below.

Publication Type	Responsible Person
Printed Documents	Clerk to the Council
Viewed documents	Clerk to the Council
Email Documents	Clerk to the council
Web documents	Nominated councillor for web updates

### 4.0 Payment

**Reasonable charges may apply for the provision of copies of the documents / information listed in each of the classes.**

**For printing and emailing of documents please contact the clerk. It may take up to 7 days for requests to be processed.**

**For visual inspection of documents please contact the clerk to make an appointment.**

**Payment is due before documents are made available/issued and to be carried out by bank transfer. The clerk will provide the details on request.**

**Payment is due before documents are made available/issued and to be carried out by bank transfer. The clerk will provide the details on request. Payments due will be as per the table of charges Below**

#### 1. Table of Charges

Media	
<b>Printing of Documents Per side</b>	<b>A4 30p</b> <b>A3 60P</b>
<b>Visual inspection of documents</b>	<b>£12 per hour minimum 1 hour</b>
<b>Email Documents</b>	<b>£2 per document</b>
<b>Web Documents</b>	<b>£0</b>
<b>Notice Board Documents</b>	<b>£0</b>

## 5.0 Schedule of Published Information

Publication Type Key Web(W), Hard Copy (P), e-mail (E), visual Inspection (V), Notice Board (N)

Class	Type	Document	Document Information ref no location etc	Publication Type
<b>1</b>		<b>Who we are and what we do.</b>		
		<b>Council contact details and councillor information in line with the Transparency Code</b>		<b>W</b>
		<b>Members Declaration of Acceptance of Office</b>		<b>V</b>
		<b>Members Register of Interests</b>		<b>W Local Authority</b>
<b>2</b>		<b>What we spend and how we spend it.</b>		
	<b>Annual Returns</b>	<b>Annual return form</b>		<b>WN</b>
		<b>Annual Statutory report by internal auditor</b>		<b>WN</b>
		<b>Annual Statutory report by external auditor</b>		<b>WN</b>
		<b>Receipt/Payment books, Receipt books of all kinds, Bank Statements from all accounts – limited to the last financial year.</b>		<b>V</b>
		<b>Precept request – limited to the last financial year.</b>		<b>WPE</b>

Class	Type	Document	Document Information ref no location etc	Publication Type
		VAT records – limited to the last financial year		V
		Annual Budget		W
	Contracts	Grass Cutting Contract		V
		Lighting Repair Contract		V
<p><b>Exclusions – all commercially sensitive information e.g., quotations and tenders, loan documentation and insurance policies. With regard to quotations and tenders, this information is treated as confidential to ensure that the whole tender process is fair i.e. if tender information is released to a third party prior to the end of the tender period those who initially submitted tenders could be undercut and/or unfairly disadvantaged.</b></p>				
3	<p><b>What our priorities are and how we are doing.</b></p>			
		Criteria representing council improvement through the management and development of staff and councillors.		
		Action plan for the current year.		
4	<p><b>How we make decisions</b></p>			
	Meeting Information	Minutes of council, committee and sub-committee meetings – limited to the last 2 years.		WPEN
		Agendas and supporting papers for council and committee meetings- limited to the last 2 years.		WPEVN
	Employment	Terms & conditions of employment Job descriptions.		PEV

Class	Type	Document	Document Information ref no location etc	Publication Type
	<b>Exclusions – ‘personal records’ i.e. appraisals, employee specific salary details, disciplinary records, sickness records and the like by virtue of being personal data under the Data Protection Act.</b>			
	<b>Planning Documents</b>	<b>Responses to planning applications</b>		<b>W (LPA) PEV</b>
	<b>Exclusions – Copies of planning consultations, the Development Plan, Structure Plan, Local Plan and Rights of Way/Footpath maps all of which are available from the local planning and/or highway authority respectively.</b>			
		<b>Calendar of Meetings</b>		<b>W</b>
<b>5</b>	<b>Our policies and procedures.</b>			
		<b>Standing Orders</b>		<b>WPE</b>
		<b>Financial Standing Orders and Regulations</b>		<b>WPE</b>
		<b>Code of Conduct</b>		<b>WPE</b>
		<b>Grants Policy</b>		<b>WPE</b>
		<b>Terms of Reference for Committees</b>		<b>WPE</b>
		<b>Publication Scheme</b>		<b>WPE</b>
		<b>Crime and Disorder Policy</b>		<b>WPE</b>
		<b>Biodiversity Policy</b>		<b>WPE</b>
		<b>Complaints Procedure</b>		<b>WPE</b>



<b>Class</b>	<b>Type</b>	<b>Document</b>	<b>Document Information ref no location etc</b>	<b>Publication Type</b>
		<b>Criteria demonstrating good governance in managing the business and finances of a council</b>		<b>W</b>
		<b>Accessibility statement</b>		<b>W</b>
		<b>Privacy notice</b>		<b>W</b>
		<b>Publicity advertising council activities</b>		<b>W</b>
		<b>Action plan for the current year</b>		<b>W</b>
		<b>Criteria representing a council's role in the community and how it engages with the community.</b>		<b>W</b>
<b>6</b>	<b>Lists and registers.</b>			
		<b>Asset register</b>		<b>WV</b>
		<b>Risk Assessments</b>		<b>WV</b>
		<b>Safety inspection records. for example, for open spaces</b>		<b>WV</b>
	<b>The services we offer</b>			
<b>7</b>	<b>Council Circulars letters</b>	<b>Council Newsletter</b>		<b>WEP</b>
	<b>Social Media</b>	<b>Facebook, Twitter</b>	<b>N/A</b>	<b>W</b>
		<b>Evidence of consulting the community</b>		<b>W</b>



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<b>Title Grievance Procedure</b>	Rev: 0.1
<b>Prepared and issued by: Bill Holmes</b>	<b>Issued:</b>
<b>Approved at Council Meeting Dated:</b>	

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**Document Change History**

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## **1. Introduction**

This procedure is based on the ACAS 'Example basic grievance procedure'  
It is designed to help and encourage all employees to raise grievances they may have.

## **2. Dealing with grievances informally**

If you have a grievance or complaint about your work or someone you work with you should start by speaking with the vice chair wherever possible. You may be able to agree a solution informally between you.

## **3. Formal grievance**

If the matter is serious or you wish to raise it formally you should put the grievance in writing to your manager. You should keep to the facts and avoid language that is insulting or abusive.

If your grievance is against the vice chair and you feel unable to approach them, you ask the chair to nominate another councillor to discuss your grievance with.

## **4. Grievance hearing**

The vice chair will call you to a meeting, usually within 5 working days, to discuss your grievance. You have the right to be accompanied by a person who is not a family member.

After the meeting the vice chair will give you a decision in writing, usually within 24 hours.

If the vice chair or nominated councillor needs more information before making a decision, they will inform you of this and the timescale.

## **5. Appeal**

If you are unhappy with the decision on your grievance you can raise an appeal. You should tell the vice chair or nominated councillor.

You will be invited to an appeal meeting, normally within 5 working days, with the chair. You have the right to be accompanied by a colleague or person who is not a family member.

After the meeting the chair will give you a decision, usually within 24 hours. The chair's decision is final.