



Barnard Castle Town Council

Town Clerk: Martin Clark
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FULL COUNCIL MEETING MONDAY 17 JUNE 2024

Dear Councillor,

You are hereby **summoned** to attend the meeting of Barnard Castle Town Council to be held in the **Dawson Room, Woodleigh on Monday 17 June 2024 at 6.00 p.m.** The meeting will consider the items of business listed below.

***Public Participation 6.00 – 6.15pm**

Members of the public are invited to speak on any matters contained within the agenda*. Following this period members of the public can remain but cannot speak further on any agenda item unless invited by the Chair.

TOWN CLERK
11 June 2024

AGENDA

21. ACCEPTANCE OR OTHERWISE OF APOLOGIES
22. DECLARATIONS OF INTEREST
23. MAYORAL ANNOUNCEMENTS
24. COUNCIL MEETING MINUTES – 13 MAY 2024
25. EN BLOC ITEMS
26. UPDATES & REFERRALS FROM COMMITTEES
27. REPRESENTATION ON OTHER BODIES
28. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR 2023/24)
29. FRANK HARRISON MEMORIAL BENCH
30. STREET FOOD MARKET

* Questions must be submitted in writing to the Clerk prior to the meeting and must refer to items on the published agenda. The Public Participation policy can be found on the council website: <https://barnardcastletowncouncil.gov.uk/wp-content/uploads/2021/11/BCTC-Public-Participation-Procedure.pdf>

¹ Under the Openness of Local Government Bodies Regulations 2014, recording of the meeting by any person is permitted. Those filming or otherwise recording the meeting should respect the rights of other members of the public attending and should not disrupt the meeting.

**BARNARD CASTLE TOWN COUNCIL
FULL COUNCIL
17 JUNE 2024**

DAWSON ROOM, WOODLEIGH

6:00 P.M.

DETAILED AGENDA

PUBLIC PARTICIPATION PERIOD - 6.00pm to 6.15pm

21. ACCEPTANCE, OR OTHERWISE OF APOLOGIES

Cllr's Thompson and Ewart has submitted their apologies.

Recommendation – That the submitted apologies be approved.

22. DECLARATIONS OF INTEREST

In accordance with this Council's adopted Code of Conduct (Minute 10/May/19 refers), Members will be asked whether they have any personal, pecuniary, or prejudicial interests in any matter on the agenda and, if so, to declare those interests at this point of the meeting. Members are reminded that a declaration can be given later in the meeting if a need arises during discussion.

23. MAYORAL ANNOUNCEMENTS

A verbal update will be given at the meeting.

24. COUNCIL MEETING MINUTES (ENCLOSED)

(1) 13 May 2024 (Annual Council)

Recommendation – That the minutes be accepted as a true and accurate record.

25. EN BLOC ITEMS

This is a report arising from the decision at Minute 72/Aug/04 to amalgamate a number of agenda items so that the accompanying recommendations can be moved 'en bloc'. Any Member has a right to speak on any of the listed items, but it is hoped that discussion can be kept to a minimum.

The items included in the report are as follows:

(1) Resources Committee – 03 June 2024 - Draft Minutes

(2) Town Mayor Activities

Since the Council meeting on the 13 May 2024, the Town Mayor accompanied by Consorts, Miss Ellie Walker Ing, and Miss Claudia Talbot has attended the following:

24 May Morritt Hotel Garage & Spa

29 May Barnard Castle Meet with Miss Walker Ing

06 June D-Day 80 Commemoration (international Tribute) with Miss Talbot

Recommendation – That the draft committee meeting minutes, and Mayoral activity be received and noted.

26. UPDATES AND REFERRALS FROM COMMITTEES

From the meetings outlined above at item 25 the following updates are noted:

(1) Resources Committee meeting – 03 June 2024

Further to the meeting of the Resources Committee the draft Risk Register (submitted) be recommended to full council.

27. REPRESENTATION ON OTHER BODIES

The Council's representative on each relevant body can make a verbal update at the meeting.

- (1) Teesdale Residents' and Travellers' Forum - (Cllr Turnbull)**
- (2) Larger Local Councils Forum – (Clerk & Cllr Foote-Wood)**
- (3) The Witham Hall Ltd (Cllr Ing as Town Mayor)**
- (4) Dawson Cottages Trust (Cllr's Ewart & McLean)**
- (5) St Mary's Barnard Castle Hall Association (Cllr Connelly)**
- (6) Cultura Trust/Raby (Cllr Drew)**

Recommendation – That the information be received.

28. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2023/24

Submitted – (i) Conclusion of 2023/24 Internal Audit & Internal auditor report
(ii) Members to approve of Sections 1 and 2 of the Annual Governance Statement for 2023/24.

Recommendation – a) That the Internal Auditor report for 2023/24 is noted;
(b) Section 1 of the 2023/24 AGAR is approved; and
(c) Section 2 of the 2023/24 AGAR is approved.

29. FRANK HARRISON MEMORIAL BENCH

A verbal update will be given at the meeting on the chosen location and projected costs.

30. STREET FOOD MARKET

Submitted – Vision for a Street Food Market in Barnard Castle proposed by Bacchanalia & Bridge Creative. Additional information will be given at the meeting.

**BARNARD CASTLE TOWN COUNCIL
ANNUAL COUNCIL MEETING**

13 MAY 2024

PRESENT: Councillors Drew (the outgoing Town Mayor), Ewart, Foote-Wood, McLean & Turnbull (from item 11)

Also in attendance: Teesdale Mercury

Officers: Mr Clark (Town Clerk) & Ms C Atkinson (RFO)

The outgoing Town Mayor, Cllr Drew opened the meeting.

1. ELECTION OF TOWN MAYOR FOR MUNICIPAL YEAR 2024/25

Councillor Ing was proposed and seconded in his absence. There were no other nominations.

Resolved – (a) That Cllr Ing be elected Town Mayor for Municipal Year 2024/25; (b) It was further resolved that Cllr Ing would sign his declaration of Office at the next Full Council Meeting (17 June 2024).

2. ELECTION OF DEPUTY TOWN MAYOR FOR MUNICIPAL YEAR 2024/25

Councillor Foote-Wood was proposed and seconded. There were no other nominations.

Resolved – That Cllr Foote-Wood be elected as Deputy Town Mayor for Municipal Year 2024/25.

It was agreed by those present that Cllr Drew continues to Chair the meeting

3. DECLARATIONS OF OFFICE

The newly elected Deputy Town Mayor, Cllr Foote-Wood duly signed his Declaration of Office.

4. APOLOGIES

Apologies were received from Cllr's Ing, Blake, Thompson & Connelly.

No apologies were received from Cllr Bigge.

Resolved – That the submitted apologies be accepted.

5. DECLARATIONS OF INTEREST

In accordance with this Council's adopted Code of Conduct (Minute 10/May/19 refers), Members were asked whether they had any personal or prejudicial interests in any matter on the agenda and, if so, to declare those interests at this point of the meeting. Members were reminded that a declaration could be given later in the meeting if a need arose during discussion. No declarations were made.

6. COUNCIL MEETING MINUTES

(1) Council Meeting – 25 March 2024

Resolved – That the minutes be accepted as being a true and accurate record.

7. EN BLOC ITEMS

This is a report arising from the decision at Minute 72/Aug/04 to amalgamate a number of agenda items so that the accompanying recommendations can be moved 'en bloc'. Any Member has a right to speak on any of the listed items, but it is hoped that discussion can be kept to a minimum.

The items included in the report were as follows:

- (1) Services Committee – 15 April 2024 – Draft minutes**
- (2) Partnership Committee – 29 April 2024 - Draft minutes**
- (3) Planning Committee – 02 May 2024 Draft minutes**

Resolved – That the en bloc items be received and noted.

8. UPDATES, AND REFERRALS FROM COMMITTEES

From the meetings outlined above at item 7.

The Partnership Committee approved under the councils Donations Policy an award of £400 to the Northern Dales Richard III Group to support the 550th anniversary of Richard III becoming Lord of Barnard Castle by having a medieval equestrian (in full armour), and attendant lead the 2024 Meet parade in May.

In line with the current policy the grant award is ratified by full council.

Resolved – (a) That the information be noted; and (b) That the grant to the Northern Dales Richard III group be ratified.

9. REPRESENTATIONS WITH EXTERNAL BODIES & REPORTING ARRANGEMENTS

The Council's current representative on each relevant body can make a verbal update at the meeting.

(1) Teesdale Residents' and Travellers' Forum - (Cllr Turnbull)

The Clerk attended the last meeting, and reported on the plans for the annual migration of travellers to Appleby. The work to secure the Shawbank stopover point by Farrens was welcomed. The decision by Starforth Parish Council to have the gate/barrier in place at Ullathorne's Mill, prior to the Lower Demesnes security being in place was a concern. The bollards on the Demesnes will be in operation from the end of the Meet weekend. Residents have been advised by letter, and asked for their continued cooperation.

(2) Larger Local Councils Forum – (Clerk & Cllr Thompson)

Only issue of note was the awaiting of revised Financial Regulations from NALC.

(3) The Witham Hall Ltd

Nothing to report.

(4) Dawson Cottages Trust (Cllr Ewart & McLean)

All properties are occupied, with one person on the waiting list. Cllr Ewart referred to obtaining additional insurance for Trustees not covered by the Town Council.

(5) A66 CLG (Cllr's Drew & Thompson)

Cllr Drew reported a legal challenge to the scheme has been made. The Community Liaison Group (CLG) is no longer in operation. It will now come off the standing list.

(6) St Mary's Barnard Castle Hall Association (Cllr Connelly)

In the absence of Cllr Connelly no report of any meeting was possible.

10. REVIEW OF THE 2023/24 MAYORAL YEAR (CLLR DREW)

Received – A report on the 2023/24 Mayoral year.

The outgoing Town Mayor, Cllr Drew, referred to her report.

Resolved – (a) That the report of Mayoral Activity be received; and
(b) That the cordial thanks of the Council be extended to Councillor Laura Drew, on the manner in which they have conscientiously carried out the Mayoral role during the Municipal Year 2023/24; (c) That thanks be extended to the Mayor's Consorts: Michael, Nathaniel, Corinne, and Cleo Drew; and (d) That thanks be extended to Cllr Turnbull for substituting for the Mayor on Merchant Navy Day.

11. COUNCIL'S STANDING COMMITTEES

Received - report on committee membership (Appendix A).

Resolved - (a) That the information is received and noted; (b) That Cllr's Chatterjee and Ewart fill the vacancies on the Planning Committee; (c) That Cllr Foote-Wood fill the vacancy on the Services Committee; and (d) That at the first scheduled meeting in the municipal year of each committee, a Chair and Vice-Chair will be nominated and voted upon.

12. REPRESENTATIONS WITH EXTERNAL BODIES & REPORTING ARRANGEMENTS

Received – A report presenting a list of bodies to which the town council nominated members, and reaffirming the arrangements for reporting relevant business to the council.

Resolved – (a) That, for the Municipal Year 2024/25, this Council's representatives on the various bodies listed be as follows:

Teesdale Residents' and Travellers Forum – **Cllr Turnbull**

Larger Local Councils Forum – **Clerk & Cllr Foote-Wood**

The Witham Hall Ltd – **The Town Mayor***

Dawson Cottage Trust – **Cllr's Ewart & McLean**

St Mary's Barnard Castle Hall Association – **Cllr Connelly**

*The Witham Hall Ltd request the Town Mayor be the representative.

The A66 CLG as a disbanded group are removed from the list.

(b) That the Town Council reaffirms the reporting arrangements set out in paragraph 3.1 of the report.

13. REVIEW OF THE COUNCIL'S AND/OR EMPLOYEES MEMBERSHIP OF OTHER BODIES

Resolved – That the Council confirms and agrees to renew its employees' and Council's membership of the following bodies:

- (i) Society of Local Council Clerks
- (ii) County Durham Association of Local Councils
- (iii) National Allotment Society
- (iv) Open Spaces Society

Resolved – That the information be received and noted.

14. CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS

Resources Committee resolved in November 2018 (Minute 40/Nov/18 refers), that the Town Council's insurance policy be maintained with Zurich Municipal. The current long term agreement the council has reduces the premium by 5% each year and runs to 2027-28.

A full copy of the insurance schedule is maintained in the office.

Resolved – That the information be received and noted.

15. DATES, TIMES OF ORDINARY MEETINGS OF FULL COUNCIL AND COMMITTEES FOR THE YEAR AHEAD

Presented - A schedule of the dates, times of Council meetings and Partnership, Services, Resources and Planning Committees during the Municipal Year 2024/25.

It was confirmed that all committee and council meetings commence at *6.00 p.m. on Monday's unless otherwise stated.

*The **Planning Committee** will meet within two weeks of published applications relating to the parish. Meetings will be commence at 5.30pm or 5.45pm or otherwise.

Resolved – That the following schedule of dates and times of all meetings be approved and noted for Municipal Year 2024/25.

Partnership Committee	Services Committee	Resources Committee	Council
01 July 2024	15 July 2024	03 June 2024	17 June 2024
21 October 2024	07 October 2024	02 September 2024	16 September 2024
16 December 2024	02 December 2024	04 November 2024	18 November 2024
03 February 2025	17 February 2025	06 January 2025	13 January 2025
28 April 2025	14 April 2025	10 March 2025	24 March 2025
			*12 May 2025

* Date could change due to elections

16. APPOINTMENT OF AUDITORS FOR FINANCIAL YEAR 2024/25

(A) Internal Auditor

At the Annual Council meeting (Minute 14(a)/May/21 refers) it was determined that the Council's Internal Auditor for the financial year 2021/22 should be Mr Gordon Fletcher. In accordance with standard procedures, a decision in respect of the financial year 2024/25 is now sought.

Resolved – That Mr Gordon Fletcher be appointed as this Council's Internal Auditor for the financial year 2024/25.

(B) External Auditor

Mazars LLP were appointed as the town council's External Auditor for a period of 5 years from 2017. Mazars have been successful in the bidding for a further 5 years from 2022/23.

Resolved – That the information be noted.

17. APPOINTMENT OF BANKERS FOR FINANCIAL YEAR 2024/25

It has been determined that Barclay's Bank PLC should be this council's banker. In line with standard procedures, a decision in respect of the financial year 2023/24 is now sought.

Following a discussion in relation to Barclays Bank closure in 2025, it was agreed the councils bankers will be reviewed within this financial year following an exploration of other options open to the council.

Resolved – (a) That Barclay's Bank PLC be appointed as this Council's bankers for the financial year 2024/25 subject to a further review in November 2024.

18. NOTICE OF MOTION

Cllr Laura Drew submitted the following written motion:

Cllr Drew, in her capacity as Mayor, has been approached by Cultura Trust, the organisation leading the proposal of the former NatWest bank building. They are progressing with their project and would like the Town Council to increase its level of engagement in the project – firstly by sending someone to their meetings (in a similar way that the Town Council is represented on other external bodies), and secondly by becoming a signatory to the joint Memorandum of Understanding (attached).

Resolved – a) That the Town Council continue to support the project, and sign the MoU; and (b) That Cllr Drew be the representative from the Town Council at their monthly meetings.

19. REVIEW OF THE COUNCIL OFFICE OPENNING HOURS

Currently Woodleigh is open from 10.00am to 4.00pm Monday to Friday. The recommendation to council is to make a small amendment to 10.00am to 4.00pm Monday to Thursday, and 10.00am to 3.00pm on Friday.

Resolved – That the revised office opening times be Monday to Thursday 10.00am to 4.00pm, and Friday 10.00am to 3.00pm.

20. EAST WARD VACANCY

Following the decision by the council to fill the East Ward vacancy by co-option this is to inform members that no expressions of interest in the vacancy have been received.

Recommendation – (a) That the information is received and noted; and (b) That members hold the East Ward vacancy until full council elections in 2025 and not to re-advertise.

Appendix A

Item 11

COMPOSITION OF COMMITTEES & ELECTION OF CHAIRS 2024/25

1. Introduction

This report presents a draft nomination roll for committee membership, in line with Council Resolution (6b/May/14).

2. Background to the Report

At 2014 Annual Council Meeting, it was decided that existing committee places would stand without any changes and would remain in place for the full term of the council (four years), unless any individual councillor indicated a wish to change to another committee (Minute 6b/May/14 refers).

Any additional, or vacant seats on committees may be proposed, seconded and voted on at this meeting as an amendment to the resolution confirming the roll-over of existing memberships. **There are vacant seats on the Planning (2) and Services (1) Committees**

3. Conclusion

Once the membership of each committee is reaffirmed, a Chair for each Committee needs to be elected for 2024/25, to be nominated from within the eligible members (Standing Order 4f(vi)). Vice chairs, if required by each committee, will be voted upon at the first ordinary meeting of that committee.

Recommendations – (a) That Members receive and approve the following composition of committees for 2024/25*; and

Partnership (7+5)	Planning (5)	Resources (6)	Services (7)
Peter Bigge	Paul Ing	Laura Drew	Peter Bigge
Pauline Connelly	Mike McLean	Ian Blake	Rima Chatterjee
Rima Chatterjee	Laura Drew	Chris Foote-Wood	Pauline Connelly
Chris Foote-Wood	Vacant	Paul Ing	Ian Blake
Jan Thompson	Vacant	Jan Thompson	Fiona Turnbull
Fiona Turnbull		Mike McLean	Valerie Ewart
Valerie Ewart			Vacant
+TCR Hub Rep			
+Bowes Museum Rep			
+Witham Rep			
+BCCL Rep			
+The Meet Rep			

* subject to changes
from item 2

(b) That a Chair be appointed to each of the four standing committees from amongst those members duly nominated at this meeting.

**BARNARD CASTLE TOWN COUNCIL
RESOURCES COMMITTEE**

03 JUNE 2024

PRESENT: Cllrs Drew, Ing, Foote-Wood, Blake & McLean

Also in attendance: Teesdale Mercury

Officers: Mr Clark (Town Clerk), Ms Atkinson (RFO)

1. APPOINTMENT OF CHAIR FOR MUNICIPAL YEAR 2024/25

Cllr Drew was nominated for Chair. No other nominations were proposed.

Resolved – That Cllr Drew be appointed the Resources Committee Chair for the municipal year 2024/25

2. APPOINTMENT OF VICE-CHAIR FOR MUNICIPAL YEAR 2024/25

Cllr McLean was nominated for Vice-Chair. No other nominations were proposed.

Resolved – That Cllr McLean be appointed Vice-Chair of the Resources Committee for the municipal year 2024/25

3. ACCEPTANCE, OR OTHERWISE OF APOLOGIES

Cllr Thompson submitted his apologies.

Resolved – That the submitted apologies be accepted.

4. DECLARATIONS OF INTEREST

In accordance with this Council's adopted Constitution (Members' Code of Conduct) (Minute 10/May/19 refers), Members will be asked whether they have any personal or prejudicial interests in any matter on the agenda and, if so, to declare those interests at this point of the meeting. Members are reminded that a declaration can be given later in the meeting if a need arises during discussion.

Resolved – None declared.

5. RESOURCES COMMITTEE MEETING – 04 MARCH 2024 – MINUTES

Resolved – That the minutes of the meeting on the 04 March 2024 be approved as a true record.

6. BUDGET MONITORING REPORTS

Received – Reports outlining budget activity for the 2023/24 financial year from 01 February to 31 March 2024.

Resolved – That the information be received and noted.

6. EFFECTIVENESS OF INTERNAL CONTROLS 2023/24

Received – A report to assess the effectiveness of internal controls with regards the past financial year 2023/24.

Resolved – (a) That the council's system of internal controls is effective; and
(b) That this review will form part of the council's Annual Governance Statement (external audit).

8. INTERNAL AUDIT 2023/24

Received – Internal Auditors report 2023/24.

Resolved – (a) That the internal audit carried out by Mr Gordon Fletcher, the council's internal auditor be approved; and (b) That the internal audit report will form part of the council's Annual Governance Statement (external audit).

9. AUDIT PLAN 2024/25

Received – Audit Plan for 2024/25.

Resolved - That the Audit Plan for 2024/25 completed by the council's internal auditor be approved.

10. RISK REGISTER

Received – revised Risk Register (Minute 40/March/24 refers)

Following a review of the matrix scores of the council Risk Register by Cllr Thompson and the Clerk the revised register is presented for approval.

Resolved – That the Risk Register presented be approved.

11. WOODLEIGH

Min 41/March/24 refers – Work place first aid course.

Submitted - A suitable work place first aid course has been identified that is carried out online has been identified following recommendations at a cost of £26.00 per person (net) through High Speed Training.

Resolved – (a) That the information be received and noted; and (b) That the online workplace first aid course through High Speed Training be booked for the Clerk, RFO and Market and Maintenance Supervisor.

Aim	Strategic Risk Identified	Existing Controls	Impact	Likelihood	Risk Score	Future Actions to Mitigate risk	1 Date to Implement actions or 2 Review date		Responsible Person
							1	2	
To ensure compliance with the Acts of Parliament, Councils Financial Regulations, Code of Conduct and Standing Orders	R1 Lack of knowledge of regulations and codes.	Ensure that councillors have knowledge of where to obtain copies of relevant acts, Code of Conduct and Standing Orders. Highlight essential parts and provide training where possible.	3	2	6		1 Annual Meeting in May.		1 Clerk
	R2 Out of date Standing Orders	Ensure Standing Orders are produced, understood by councillors and reviewed at least once per year.	1	1	1		2 Annually		2 Clerk
	R3 Actions by the TC outside its powers laid down by Parliament	Ensure that all councillors have copies of relative acts. Highlight essential parts of Acts or summarise and provide training. Prioritise in review of committee structures and induction of new Members. Relevant advice minuted.	3	1	3		2 Annually		2 Clerk
	R4 Lack of commitment to regulations and procedures	Regular reference to appropriate regulations in agenda items. Delegation of responsibilities to Committees/Officers.. Ensure Councillors aware of any new regulations and procedures	1	1	1		1 As required 2 Annually/As required		1 2 Clerk
	R5 Items purchased without proper tendering procedures resulting in accusations of commercial favouritism	Ensure all Councillors are aware of regulations re estimates and full tender procedures. Introduce practice of estimates for all purchases over an approved figure	2	1	2		1 May 2 Annually		1 2 Clerk/RFO/ Councillors
	R6 Payments made without prior approval and adequate control.	Ensure all payments are approved in line with Financial Regulations and recorded in minutes. Keep cash payments to a limit. All payments reported to Resources Committee	1	1	1		1 Every Resources Committee Meeting 2 Every Council Meeting		1 Clerk/RFO 2 Clerk/RFO
	R7 Lack of control of signatories to cheques	Keep authorised signatories to a practical minimum and carry out signatory reviews when necessary	1	1	1		1 2 As required		1 2 Clerk/RFO
	R8 VAT not properly accounted for, resulting in overclaims and large demands from C&E	Ensure appropriate publications held and that the Clerk and RFO have good knowledge of regulations. All items in cash book list. Agreement of any submitted returns. Ensure use of Making Tax Digital	2	1	2		1 2 Annually		1 2 Clerk/RFO
	R9 Lack of knowledge of how to set objectives, set priorities, and identify risks to their achievement.	All councillors to be made aware of need for objectives and identification of risk. Attend training sessions.	1	1	1		1 2 Annually		1 2 Clerk/RFO/ Councillors
	R10 Lack of commitment by council members	Add risk assessment to agenda as required but at least annually, reviewing particular items and results against those items.	1	2	2		1 2 As Required/Annually		1 2 Clerk/RFO/ Councillors
	R11 No risk analysis carried out	As above plus ensure that a risk assessment is given high priority and undertaken as soon as possible to meet recommendations on Practitioners Guide	1	2	2		1 2 As Required/Annually		1 2 Clerk/RFO
	R12 No steps taken to combat identified risks	Add risk assessment to agenda as required but at least annually, reviewing particular items and results against those items.	1	2	2		1 2 As Required/Annually		1 2 Clerk/RFO/ Councillors
Aim	Strategic Risk Identified	Existing Controls	Impact	Likelihood	Risk Score	Future Actions to Mitigate risk	1 Date to Implement actions or 2 Review date		Responsible Person

To influence other council departments and Government organisations to fulfil the requirements of the town population	R13	Lack of effective lines of communication with other organisations	Establish contacts by name and wherever possible face to face. Note all communication lines which are essential or beneficial and make information available to all councillors.	2	1	2		1 2 As required	1 2 Clerk/RFO/ Councillors
	R14	Lack of effective lines of communication with residents	Take every opportunity to publicise role of Town Council. Effective use of Notice Boards/fliers, local press and Website. Review use of web and social media. Use key issues to raise profile.	2	1	2		1 2 As required	1 2 Clerk/RFO/ Councillors
	R15	Lack of preparation on subjects requiring influence	Ensure that all councillors are aware of need for careful research and guide as to where to obtain relevant information on issues under discussion.	2	1	2		1 2 As required	1 2 Clerk/RFO/ Councillors
	R16	Lack of confidence by Town Councillors	Make information available to all councillors Experienced councillors to assist newcomers to establish contacts Delegate responsibility for specific contacts to individual councillors.	1	1	1		1 2 As required	1 2 Clerk/RFO/ Councillors
To ensure that all councillors are aware of their responsibilities, adequate liabilities and to provide cover for all possible risks.	R17	Lack of Knowledge of possible culpability of councillors	Familiarisation with Standing Orders.	1	1	1		1 2 As required	1 2 Clerk/RFO/ Councillors
	R18	Lack of education of Councillors regarding culpability	Include in member induction/training. Attend any training courses available.	1	1	1		1 2 As required	1 2 Clerk/RFO/ Councillor(s)
	R19	Inadequate insurance cover taken out - property, personal liability, employers liability.	Review risk assessment in relation to insurance cover at least annually.	3	1	3		1 2 Annually	1 2 Clerk/RFO/ Councillors
	R20	Lack of knowledge of accounting requirements	RFO to take overall responsibility for financial management. RFO/Officers to attend any training courses available.	2	1	2		1 2 Annually	1 2 Clerk/RFO/ Officers
To keep appropriate books of account accurately and up to date throughout the financial year	R21	Lack of commitment to accounting requirements	As above plus RFO to produce financial reports to all meetings. Internal audit reports to be made available to all councillors and any recommendations to be acted upon.	2	1	2		1 2 As required	1 2 Clerk/RFO/ Councillors
	R22	Bank Charges unnecessarily incurred	RFO to carry out regular checks of statements.	1	1	1		1 2 Quarterly	1 2 Clerk/RFO
Aim	Strategic Risk Identified			Impact	Likelihood	Risk Score	Future Actions to Mitigate risk	1 Date to Implement actions or 2 Review date	Responsible Person
Existing Controls									

To keep appropriate books of account accurately and up to date throughout the financial year	R23	Inaccuracies in recording accounts, totals in books of account and bank reconciliations	RFO to ensure that books of account are formatted in such a way that internal controls are included and activated. Bank reconciliations for all accounts to be verified against bank statements by Member other than Chair of Resources Committee. Internal audits to advise on internal controls required.	2	1	2	1 Quarterly As required but at least Annually	1 Clerk/RFO		
	R24	Inaccuracies and interest losses caused by account transfers	Keep numbers of accounts to a minimum but ensure that any large balances are deposited into an interest bearing account	1	1	1	1 2 As required	1 2 Clerk/RFO		
	R25	The most beneficial interest terms not being employed	Ensure that favourable interest rates are obtained/review against alternatives, but bear in mind any risks in changing accounts.	1	1	1	1 2 Quarterly	1 2 Clerk/RFO		
	R26	Inadequate control of cash receipts (Allotments etc) and payments	Accurate recording and receipting of all cash receipts. Use of a properly controlled petty cash account. Provide Insurance Cover. Prioritise payments made through BACS.	3	1	3	1 2 Quarterly	1 2 Clerk/RFO/ Officers		
	R27	Books of account not kept up to date/invoices not posted properly	Regular checks by RFO. Financial reports to all Resources Committee and Council Meetings.	3	1	3	1 2 Quarterly	1 2 Clerk/RFO/ Officers		
	R28	Internal controls not in place or operated	As above	3	1	3	1 2 Quarterly	1 2 Clerk/RFO/ Officers		
	R29	Payments missed or delayed due to inadequate filing of invoices	As above	3	1	3	1 2 Quarterly	1 2 Clerk/RFO/ Officers		
	R30	Council's computer system fails/damaged by fire/stolen etc.	Check insurance cover. Ensure backup procedure in place and backup kept both on and off site. Review Business Interruption cover and online backup procedures.	3	1	3	1 2 Annually			
	R31	Absence of key staff	Ensure adequate documentation is in place to allow effective cover. Maintain contingency provision for interim of temporary staff cover.	3	1	3	1 2 Annually	1 2 Clerk/RFO/ Councillor(s)		
	R32	Lack of knowledge of wishes of residents	Ensure residents are consulted on all major financial issues. Take every opportunity to publicise role of Town Council. Effective use of Notice Boards/fliers, local press and Website and other social media Use key issues to raise profile of Town Council	2	2	4	1 2 As required	1 2 Clerk/RFO		
	R33	Use of funds not giving value for money	Effective budget planning process.	2	1	2	1 2 Annually	1 2 Clerk/RFO/ Councillors		
	R34	Use of funds not in accordance with the wishes of residents	As above plus RFO to create effective financial management. Consultation of residents.	2	1	2	1 2 Every Council Cycle	1 2 Clerk/RFO		
	Aim	Strategic Risk Identified			Impact	Likelihood	Risk Score	Future Actions to Mitigate risk	1 Date to Implement actions or 2 Review date	Responsible Person
		Existing Controls								

To ensure that payments made from council funds and the use of assets represent value for money are adequately managed and comply generally	R35	Charges for use of facilities inadequate	Effective financial Management by RFO	1	1	1	1	1	1	2 Clerk/RFO
	R36	Fund raising not properly controlled or not in accordance with regulations	All councillors to be aware of need to check regulations before commencing fund raising activities. Effective financial management by RFO.	1	1	1	1	1	1	2 Clerk/RFO/ Councillor(s)
To ensure that adequate budgetary process: progress against the budget is regularly monitored;and reserves are appropriate	R37	Lack of knowledge of budgetary process and council regulations	Commence budget process early. RFO to manage budgetary process.	2	1	2	1	1	1	2 Clerk/RFO/ Councillors
	R38	Lack of commitment to budgetary process	As above plus involve all councillors in the budgetary process not solely the clerk	2	1	2	1	1	1	2 Clerk/RFO/ Councillors
To ensure the annual precept requirement results from an adequate budgetary process: progress against the budget is regularly monitored;and reserves are appropriate	R39	Inadequate consideration of requirements for annual precept	Commence budget process early. RFO to manage budgetary process.	3	1	3	1	1	1	2 Clerk/RFO
	R40	Calculation not in accordance with council regulations	Checks by RFO	3	1	3	1	1	1	2 Clerk/RFO
To ensure the annual precept requirement results from an adequate budgetary process: progress against the budget is regularly monitored;and reserves are appropriate	R41	Inadequate internal controls with regard to monitoring expenditure	Checks by RFO Financial and budget progress reports to all Resources Committee meetings and Council meetings	2	2	4	1	1	1	2 Clerk/RFO
	R42	Reserves too low	Checks by RFO and Internal Auditor. Practitioner's Guide recommendation for general reserve levels to be taken into account. Financial and budget progress reports to all Council meetings Comprehensive Reserves Review to be carried out.	2	1	2	1	1	1	2 Clerk/RFO/ Councillors
To explore all possible sources of income, and to ensure that expected income is fully received.	R43	Lack of knowledge of possible sources of income e.g. grants	Availability of grants to be explored.	3	2	6	1	1	1	1 Clerk/RFO
	R44	Lack of commitment to pursue possible sources of income	As above	3	2	6	1	1	1	2 Clerk/RFO/ Councillor(s)
To explore all possible sources of income, and to ensure that expected income is fully received.	R45	Receipts not banked or not banked promptly	Regular checks by RFO	2	2	4	1	1	1	2 Clerk/RFO
	R46	Debts not pursued promptly	As above	2	2	4	1	1	1	2 Clerk/RFO/ Councillor(s)
To explore all possible sources of income, and to ensure that expected income is fully received.	R47	VAT claims not made promptly or made incorrectly	Ensure clerk has up to date VAT official publications. Regular checks by RFO. Internal Audit checks.	2	1	2	1	1	1	2 Clerk/RFO
		Strategic Risk Identified	Existing Controls	Impact	Likelihood	Risk Score	Future Actions to Mitigate risk		1 Date to implement actions or 2 Review date	Responsible Person

To ensure that salaries paid to employees and amounts paid to contractors are paid in accordance with council regulations and adequately monitored.	R48	Inappropriate rate of pay to employees (salary & hours paid etc) False employees	Ensure employee regulations are available and understood by Clerk. Checks by RFO. Payment reports to Resources Committee and Council Meetings.	2	1	2		1 2 Every Committee and Council Cycle	1 2 Clerk/RFO/ Councillors
	R49	Tax an NI arrangements not in accordance with regulations	As above Check payroll records to PAYE/NI tables Continued use of HMRC Software.	2	1	2		1 2 As required.	1 2 Clerk/RFO
	R50	Amounts paid to contractors not in accordance with contract and inadequately monitored	Checks by RFO on goods supplied/invoice calculations/payee details. Project expenditure to be accurately monitored.	2	1	2		1 2 Quarterly/As required	1 2 Clerk/RFO
	R51	Lack of knowledge of Council regulations and procedures	Details laid out in Financial Regulations Section 4. Financial Regulations and Standing Orders to be read in conjunction with each other. Attend training courses where available	3	1	3		1 2 As required	1 2 Clerk/RFO/ Councillors
To ensure that year end accounts are prepared on the correct accounting basis, on time and supported by an adequate audit trail.	R52	Late or non submission of annual accounts	Monitor progress against auditor's timetable and report to Council Meetings. Regular training to be undertaken to ensure up to date with changing regulations	2	1	2		1 As required 2 Annually	1 2 Clerk/RFO/ Councillors
	R53	Year end accounts not prepared, inaccurate or not in accordance with council requirements	Checks by RFO Internal audit checks. Regular training to be undertaken to ensure up to date with changing regulations	2	1	2		1 As required 2 Annually	1 2 Clerk/RFO
	R54	Inadequate audit trail from records to final accounts	Checks by RFO Internal audit checks	2	1	2		1 2 Annually	1 2 Clerk/RFO
	R55	Lack of knowledge of assets of Town Council	Ascertain and record all Town Council assets in a permanent register	2	1	2		1 2 As required	1 2 Clerk/RFO/ Councillors
To identify, value and maintain all Town Council registers are complete, accurate and properly maintained	R56	Assets lost or misappropriated Risk or damage to third party property or individuals	Establish who is responsible for security and maintenance of each asset. Review Public Liability and Insurance cover.	2	1	2		1 2 Annually	1 Clerk/RFO
	R57	Inadequate or inaccurate valuation of the Council's assets	Periodic review of valuations and arrange professional valuations where appropriate. Ensure compliance with Audit Regulations as noted in Practitioner's Guide. Internal audit checks.	2	1	2		1 2 Annually/As required	1 2 Clerk/RFO
	R58	Asset register not established or inadequately maintained	Create asset register to concur with National Audit Office Guidelines.	2	1	2		1 2 Annually	1 2 Clerk/RFO/ Councillor(s)
		Strategic Risk Identified	Existing Controls	Impact	Likelihood	Risk Score	Future Actions to Mitigate risk	1 Date to Implement actions or 2 Review date	Responsible Person
To comply with appropriate Government legislation regarding equality, safeguarding children etc.	R59	Lack of knowledge of applicable legislation	Ensure appropriate legislation available. Review liabilities and responsibilities periodically at Town Council meetings	2	1	2		1 2 As required	1 2 Clerk/RFO/ Councillors
	R60	Lack of public awareness of applicable legislation	Include details of legislation in any public consultations	1	1	1		1 2 As required	1 2 Clerk/RFO/ Councillors
	R61	Failure to comply with applicable legislation	Check to have all appropriate legislation available. Review liabilities and responsibilities periodically at Town Council meetings	2	1	2		1 2 As required	1 2 Clerk/RFO/ Councillors

To ensure all events and activities are properly assessed and managed	R62	Failure to properly identify, mitigate or manage operational risk	Carry out the provisions of the Council's Risk Management Policy with respect to Operational Risk to ensure that these are identified, analysed, evaluated and mitigated in relevant operational and project plans.	2	1	2	1 2 Clerk/RFO/ Councillors
	R63	Lack of information on properties, buildings and equipment	Ensure all current legislation and advice is held by clerk. Include in asset register all properties for which Town Council is responsible	3	1	3	1 2 Clerk/RFO/ Councillors
	R64	Lack of knowledge of safety requirements	Ensure all current legislation and advice is held by clerk. Report to Town Council meeting as and when legislation produced. Consult relevant expertise.	3	1	3	1 2 Clerk/RFO/ Councillors
	R65	Lack of commitment to carrying out safety checks	As above plus carry out regular checks as agreed.	3	1	3	1 2 Clerk/RFO/ Councillors

Risk Matrix Definitions

Likelihood

- 1 Low
- 2 Medium
- 3 High

Impact

- 1 Low
- 2 Medium
- 3 High



Annual Governance and Accountability Return 2023/24 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2023/24

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2024**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2024**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2024
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2023/24

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2024 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2023/24**, approved and signed, page 4
- **Section 2 - Accounting Statements 2023/24**, approved and signed, page 5

Not later than 30 September 2024 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

**for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2023/24

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2024.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2024**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	☒	☐
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	☒	☐
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	☒	☐
Section 1	For any statement to which the response is 'no', has an explanation been published?	☒	☐
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	☒	☐
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?	☒	☐
	Has an explanation of significant variations been published where required?	☒	☐
	Has the bank reconciliation as at 31 March 2024 been reconciled to Box 8?	☒	☐
	Has an explanation of any difference between Box 7 and Box 8 been provided?	☒	☐
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	☒	☐

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2023/24

BARNARD CASTLE TOWN COUNCIL

www.barnardcastletowncouncil.gov.uk

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. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			✓
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 (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).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes ✓	No ✗	Not applicable ✗

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

10/11/2023 26/05/2014 DD/MM/YYYY

Name of person who carried out the internal audit

GORDON FLETCHER (C.M.I.T.A.)

Signature of person who carried out the internal audit

G. Fletcher

Date

29/05/2024

*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).

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

BARNARD CASTLE 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	No*	
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
	☒	☐	☐
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***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

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.barnardcastletowncouncil.gov.uk

Section 2 – Accounting Statements 2023/24 for

BARNARD CASTLE TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	120,206	108,339	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	204,561	229,250	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	42,213	74,052	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	145,529	157,357	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	113,112	132,372	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	108,339	121,912	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	105,599	120,722	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	464,880	464,880	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



Date

11/06/2024

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 Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2023/24

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

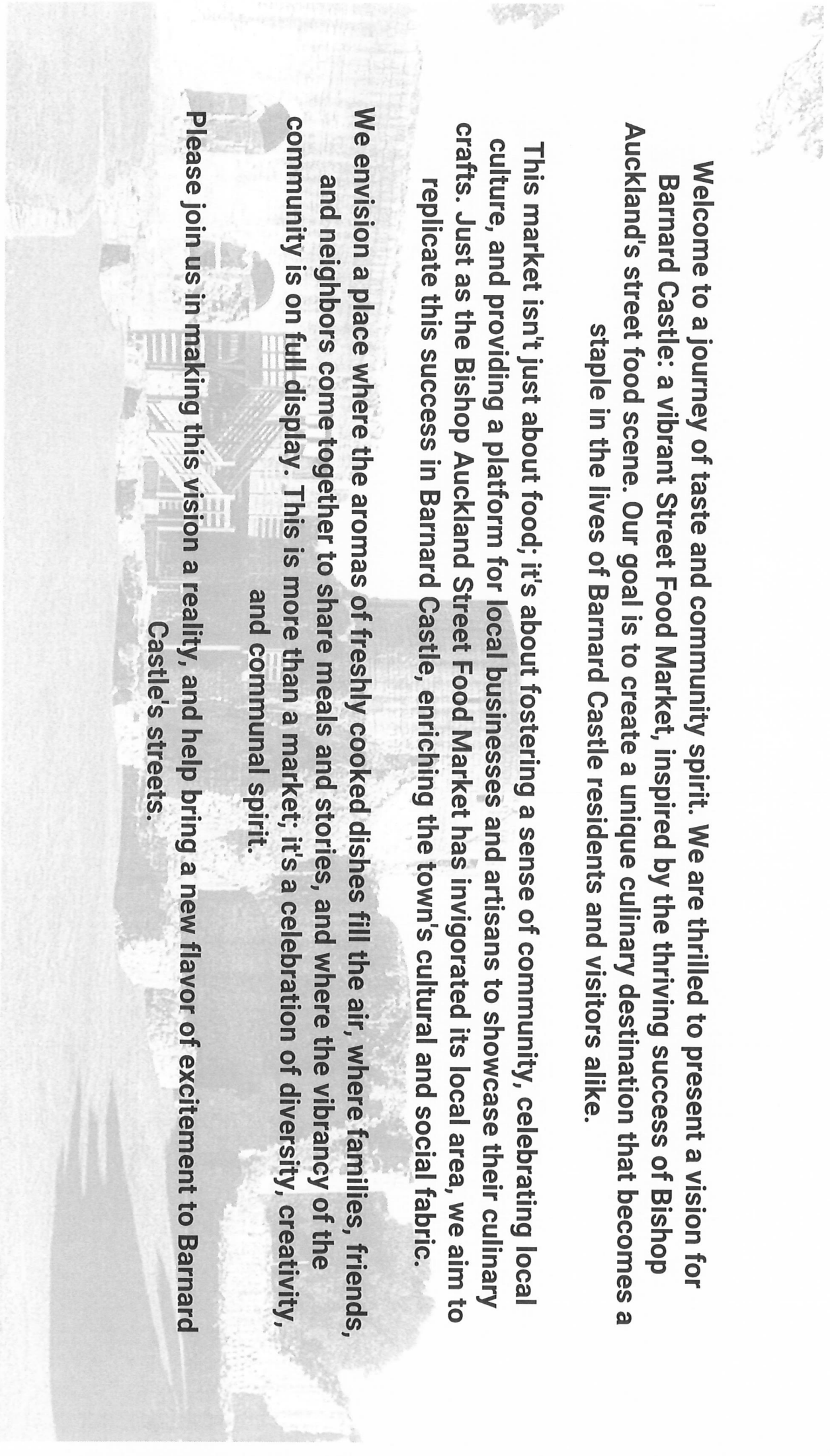
External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY





Welcome to a journey of taste and community spirit. We are thrilled to present a vision for Barnard Castle: a vibrant Street Food Market, inspired by the thriving success of Bishop Auckland's street food scene. Our goal is to create a unique culinary destination that becomes a staple in the lives of Barnard Castle residents and visitors alike.

This market isn't just about food; it's about fostering a sense of community, celebrating local culture, and providing a platform for local businesses and artisans to showcase their culinary crafts. Just as the Bishop Auckland Street Food Market has invigorated its local area, we aim to replicate this success in Barnard Castle, enriching the town's cultural and social fabric.

We envision a place where the aromas of freshly cooked dishes fill the air, where families, friends, and neighbors come together to share meals and stories, and where the vibrancy of the community is on full display. This is more than a market; it's a celebration of diversity, creativity, and communal spirit.

Please join us in making this vision a reality, and help bring a new flavor of excitement to Barnard Castle's streets.

A Proven Model for Community Engagement and Culinary Excellence

Bishop Auckland Street Food Market is an open-air event coordinated by Baccanalia & Bridge Creative, taking place in Bishop Auckland's Marketplace.

It's held on the last Friday of every month from March to October, between 4pm and 9pm. The market features local food pop-ups from the town and the region, offering a range of world flavors. Alongside the diverse food options, there's live entertainment and music.



MUST TRY



HALLOWEEN GYROS
Acropolis



THE HELLFIRE
Alpine 21



WOODFIRED PIZZA
Lucca Pizza Co.

NEW PLAYER



SWEET STUFF



SWEET STUFF



SWEET STUFF



SWEET STUFF



SWEET STUFF



HOT STUFF



HOT STUFF



HOT STUFF



HOT STUFF



COLD STUFF



DRINKS



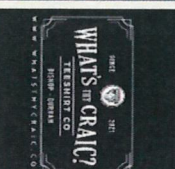
DRINKS



DRINKS



CLOTHING



HOT STUFF



HOT STUFF



HOT STUFF



HOT STUFF



DOGGO STUFF



LIVE MUSIC 4PM-9PM



Halloween Costume Competition 17:45



CARROT DRAG
Upsstairs at Mrs M | 9PM




Friday 21st Oct

4pm-9pm
Bishop Auckland

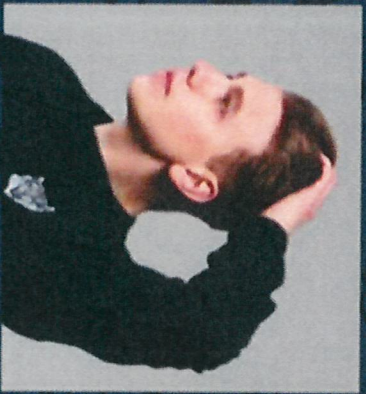


N42



Friday 25th Aug

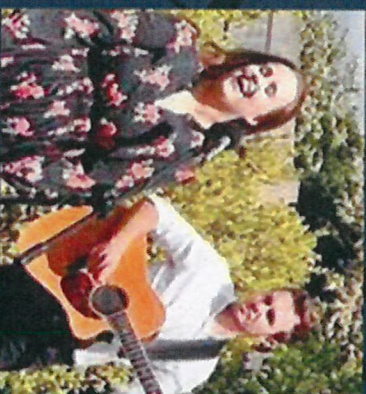
4pm-9pm
Bishop Auckland



SIMON STUART



JOE HYAM



TWO FOR THE ROAD



SHAUN RIDLEY



OUTDOOR ENTERTAINMENT

(OR IF RAINING) MRS M, 1 MARKET PLACE
BETWEEN O2 AND SPORTSDIRECT





Economic Benefit

Economic Revitalisation: The market will drive foot traffic, benefiting the surrounding businesses and stimulating the local economy. Showcasing how a vibrant market scene can increase consumer spending in the area.

Supporting Local Entrepreneurs: By providing a platform for local traders and artisans, the market becomes a springboard for small businesses, encouraging entrepreneurship and local talent.

Family-Friendly and Inclusive: Designed to be accessible and enjoyable for all ages, the market promises to be a family-friendly destination, ensuring it's a welcoming space for every member of our community.

Cultural Enrichment: Through the integration of local arts and entertainment, the market will also serve as a center for cultural exchange and enrichment, adding vibrancy to Barnard Castle's social fabric.



Community Benefit

Diverse Culinary Experience: Celebrating a variety of world cuisines, the Bishop Auckland Street Food Market is a testament to the rich, culinary diversity that we aim to bring to Barnard Castle.

Local Trader Empowerment: The market has been a flourishing platform for local traders, showcasing their culinary talents and contributing to the local economy.

Consistent Monthly Attraction: Operating on a monthly schedule, the market has become a regular event that residents and visitors eagerly anticipate.

Cultural and Artistic Integration: Beyond food, the market integrates various forms of local entertainment and arts, making it a holistic cultural experience.

Community Engagement: This market isn't just a place to eat; it's a hub for social interaction, fostering a sense of community belonging and participation.



Required Support

Logistical Assistance: Assistance with logistical aspects, such as securing a suitable location, ensuring proper infrastructure, and coordinating with local groups, is crucial for the smooth functioning of the market.

Facilitating Local Connections: We value the Town Council's role in connecting us with local businesses and community groups. These partnerships will be vital for a diverse and dynamic market.

Precedent of Support: The support provided by Bishop Auckland Town Council to their local street food market serves as an inspiring precedent. This collaboration not only helped in the market's success but also significantly benefited the local community and economy.

Request for Financial Support: These markets do need some financial support from the town to ensure the market's successful launch and sustainability that reflects our commitment to Barnard Castle's growth and prosperity. **£500 per market is the contribution we are asking for.**

<i>Expense</i>		May 17	June 21	July 19	August 23	September 20	October 18
Market Entertainment	£1,560.00	£260.00	£260.00	£260.00	£260.00	£260.00	£260.00
Promotional Spend	£600.00	£100.00	£100.00	£100.00	£100.00	£100.00	£100.00
Technical Support	£300.00	£50.00	£50.00	£50.00	£50.00	£50.00	£50.00
Staging	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Waste Management	£300.00	£50.00	£50.00	£50.00	£50.00	£50.00	£50.00
Non-established market licence	£810.00	£135.00	£135.00	£135.00	£135.00	£135.00	£135.00
Bar Stock	£4,500.00	£750.00	£750.00	£750.00	£750.00	£750.00	£750.00
Bar Staff	£1,035.00	£172.50	£172.50	£172.50	£172.50	£172.50	£172.50
Site Staff	£517.50	£86.25	£86.25	£86.25	£86.25	£86.25	£86.25
Event Manager	£1,140.00	£190.00	£190.00	£190.00	£190.00	£190.00	£190.00
Management Fee	£12,000.00	£2,000.00	£2,000.00	£2,000.00	£2,000.00	£2,000.00	£2,000.00
	£22,762.50	£3,793.75	£3,793.75	£3,793.75	£3,793.75	£3,793.75	£3,793.75
<i>Income</i>							
Trader Spots	£6,120.00	£1,020.00	£1,020.00	£1,020.00	£1,020.00	£1,020.00	£1,020.00
Bar Income	£15,000.00	£2,500.00	£2,500.00	£2,500.00	£2,500.00	£2,500.00	£2,500.00
Facebook Boosts (Traders)	£270.00	£45.00	£45.00	£45.00	£45.00	£45.00	£45.00
Town Investment	£3,000.00	£500.00	£500.00	£500.00	£500.00	£500.00	£500.00
	£24,390.00	£4,065.00	£4,065.00	£4,065.00	£4,065.00	£4,065.00	£4,065.00

Contingency/Buffer	£1,627.50	£271.25	£271.25	£271.25	£271.25	£271.25	£271.25
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Location

Options:

- The domains
- Morrisons car park
- Market street car park (where Wednesday markets are held)
- Outside Town Council offices

Ideal location:

There are lots of important factors that go into choosing a location, ground conditions, prominent location, potential for flooding, ease of access for traders and the public, etc. Lots of people call at the Street Food Market in Bishop Auckland incidentally because they see it as they drive past, hence we feel that a location that is clearly visible to passers by would work best.

After viewing the locations suggested by the Town Council we believe that the outdoor space outside of the Town Council offices would work best for a Street Food Market, giving enough space for traders and the public, whilst being visible and on hard-standing ground.



Contact Details:

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