

**AGENDA**  
**ANNUAL COUNCIL MEETING**  
**ORDINARY COUNCIL MEETING**  
**WEDNESDAY 8TH MAY 2024.**  
**COMMENCING AT 7.30PM.**



**SERVING THE COMMUNITY**

**Whiston Town Council**

**Whiston Town Hall**

**Old Colliery Road**

**Whiston L35 3QX**

[www.whiston-tc.go.uk](http://www.whiston-tc.go.uk)

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**Office hours 0151-430-7200**

**Sandra Mayers 07584414866**



# Whiston Town Council

Whiston Town Mayor 2023-2024 Councillor R. Gaffney

Mrs. S Mayers - Town Clerk  
Whiston Town Hall  
Old Colliery Road  
Whiston  
Merseyside  
L35 3QX

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SM/24  
1<sup>st</sup> May 2024

Dear Councillor

You are hereby summoned to attend the **Annual Council Meeting** of Whiston Town Council to be held in the **Council Chamber**, Whiston Town Hall, Old Colliery Road, Whiston on **Wednesday** 8<sup>th</sup> May 2024 commencing at 7.30pm.

Yours sincerely

Sandra Mayers  
Town Clerk

## AGENDA

### Apologies

1. Election of Town Mayor for the Year 2024/2025.
2. To receive the Town Mayor's declaration of Acceptance of Office.
3. Retiring Town Mayor's remarks.
4. Election of Deputy Mayor for 2024/2025.
5. To consider the attached report in relation to the following matters.

- (a) Adoption of Standing Orders and Financial Regulations.
- (b) Appointment of Committees.
- (c) Appointment of Outside Bodies.
- (d) To approve, times, dates and venue of Town Council Meetings during 2024/2025.

**To: The Town Mayor and Members of Whiston Town Council**

**Meeting Wednesday 8<sup>th</sup> May 2024**

**Report of the Town Clerk**

Members are requested to consider the undermentioned report of the Town Clerk.

**5(a) Adoption of Standing Orders and Financial Regulations.**

Members are requested to approve the current Standing Orders and Financial Regulations for 2024/2025.

**5(b) Appointment of Committees 2024/2025.**

**1. Personnel Committee.**

**(i) Terms and Reference**

To consider all matters relating to staffing issues affecting the work of the Council.

**(ii) Membership**

Current Members: J. Burke, T. Byron and N. Murray.

**Membership for 2024/2025.**

**2. Interregnum Committee**

**(i) Terms and Reference**

To consider any matter of an urgent nature, approve any relevant expenditure and sign documents if required during the Council's recess period.

**(ii) Membership**

Current Members: K. Taylor, N. Murray and S. Henry.

**Membership for 2024/2025.**

### **3. Luncheon Club/Over 55's Club**

- (i) **Terms and Reference**  
To consider all applications for financial assistance to the benefit of the over 55's within the Township of Whiston.
- (ii) **Current Membership**  
Sandra Mayers, Town Clerk

**Membership 2024/2025.**

### **4. Appeals Committee**

- (i) **Terms and Reference**  
To consider all appeals including those in relation to staff employed by Whiston Town Council
- (ii) **Membership**  
Current Members: D. Allen, N. Murray and K. Taylor.

**Membership for 2024/2025.**

### **5. Planning Committee**

- (i) **Terms of Reference**  
To consider and respond to any planning applications deemed to be of an urgent nature and report to the Council in due course.
- (ii) **Membership**  
Current Members: G. Wickens, N. Murray and S. Mayers Town Clerk

**Membership for 2024/25.**

### **6. Events Committee.**

- (i) **Terms of Reference**  
To consider and organize events during the year and submit to full Council for approval
- (ii) **Membership**  
Current Members: J. Burke, D. Allen T. Byron, N. Murray, T. Murray, C. Powell and S. Rees. S. Mayers Town Clerk, R. Miller, Site Manager.

**Membership for 2024/25.**

### **7.Outside Bodies**

The current representatives on the undermentioned bodies are shown for Members information.

**a) Merseyside Association of Parish and Town Councils**

Leader of the Council and Town Clerk.

**Membership for 2024/2025.**

**b) Ashtons Charity**

S Mayers, Town Clerk.

**c) Knowsley Borough Council – Joint Meeting**

Leader of the Council and Town Clerk.

**Membership for 2024/2025.**

**d) Halsnead Garden Village Knowsley Borough Council**

Current Members: J. Mimmagh and S. Rees.

**Membership for 2024/2025.**

### **5 (d) Times, Venue and frequency of Whiston Town Council Meetings for 2024/2025.**

- (i) The Town Council Meetings are held in Whiston Town Hall on the second **Wednesday** of each month commencing at 7.30pm (excluding August when there is a summer recess period).
- (ii) It is proposed to hold the Council's Annual Public Meeting for 2025 on Wednesday 28<sup>th</sup> May 2025 commencing at 7.30pm (it is a legal requirement to hold the Annual Town Meeting each year between the 1<sup>st</sup> April and the 31<sup>st</sup> May(inclusive).
- (iii) Extra Ordinary Meetings will be held as and when required and will be called by the Town Mayor.
- (iii) For Members information, the dates of the monthly Council Meetings will be held as follows on a **Wednesday commencing at 7.30pm**

#### **2024**

12<sup>th</sup> June  
10<sup>th</sup> July  
11<sup>th</sup> September  
9<sup>th</sup> October  
13<sup>th</sup> November  
11<sup>th</sup> December

#### **2025**

8<sup>th</sup> January  
12<sup>th</sup> February  
12<sup>th</sup> March  
9<sup>th</sup> April  
14<sup>th</sup> May

**Civic Sunday Service.**

Members will be notified in due course should the Town Mayor wish to arrange a Civic Sunday Service.

**Remembrance Sunday Service.**

This would normally be held at St Nicholas Church, Windy Arbor Road, Whiston on Sunday 10<sup>th</sup> November 2024 commencing at 10am.



# Whiston Town Council

Whiston Town Mayor 2023-2024 Councillor R. Gaffney.

Mrs S Mayers ~ Town Clerk  
Whiston Town Hall  
Old Colliery Road  
Whiston  
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SM/KM

1<sup>st</sup> May 2024

Dear Councillor,

You are hereby summoned to attend the Ordinary Council meeting following on immediately after the Annual Council Meeting to be held in the Council Chamber, Whiston Town Hall, Old Colliery Road, Whiston on **Wednesday 8th May 2024** commencing at 7.30pm.

Yours sincerely

Sandra Mayers  
Town Clerk

## AGENDA

### Apologies.

#### 1. Public Forum.

In accordance with Standing Order 66 members of the public may be invited to speak at the meeting on matters concerning the Township of Whiston. Those who are invited to speak in this way will only address the person who is presiding at the meeting and will respect the Chairmanship of that person.

#### 2. Announcements from the Town Mayor.

To receive verbal reports from the Town Mayor of the Council **FOR INFORMATION ONLY.**

#### 3. Announcements from the Town Clerk.

To receive verbal reports from the Clerk of the Council **FOR INFORMATION ONLY.**

#### 4. Announcement from the Leader.

To receive verbal reports from the Leader of the Council **FOR INFORMATION ONLY.**

## 5. Declarations of Interest.

Members are invited to indicate any interest they may have in relation to items on the Agenda for the meeting. Attached for this purpose is a pro forma for use by Members, which should be handed to the Town Clerk prior to the commencement of the meeting. Declaring interests in this way does not preclude Members from declaring an interest, when a specific item is being discussed, during the meeting.

## 6. Planning.

### a) Applications.

**Members are requested to consider the undermentioned planning applications.**

|              |                                                                                                                                                                                                                    |                                                                         |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| 24/00151/CLD | Certificate of proposed lawful development for a loft conversion with dormers to side                                                                                                                              | 1 Foster Close, Whiston Knowsley.                                       |
| 23/00720/FUL | Construction of dropped kerb and hardstanding and associated works for vehicular access together with the erection of a single storey outbuilding adjacent the rear curtilage.                                     | 51 Windy Arbor Road, Whiston, Knowsley                                  |
| 24/00127/FUL | Installation of 12 electric vehicle charging bays including charging cabinets and associated works to existing car park area (resulting in the net loss of 14 car parking spaces)                                  | The Village Hotel Fallows Way Whiston                                   |
| 24/00153/FUL | Erection of single-storey side and rear extension, timber side gate and change to roof of existing rear conservatory.                                                                                              | 5 Kenley Avenue Cronton Knowsley                                        |
| 24/00145/REM | Application for the approval of reserved matters (scale, access, appearance, layout and partial landscaping) Pursuant to hybrid planning permission 20/00494/HYB, comprising the development of 495,720 SQ FT(GIA) | Former Site of Cronton Colliery, Cronton Road, Halsnead Garden Village. |



|  |                                                                                                                                                                                          |  |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|  | of storage and distribution floorspace (Use class B8) and ancillary offices (Use class E (G)) Across two warehouse units, together with landscaping and the provision of infrastructure. |  |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

#### **7. Whiston Woods – Information.**

Members are requested to consider any further updates from the Clerk or Leader of the Council in relation to the proposed Cemetery Extension, Whiston Woods.

#### **8. Annual Town Meeting 29<sup>th</sup> May 2024.**

All Town Councils throughout England are required, by law, to hold an Annual Parish / Town Meeting, which must take place between 1 March and 1 June each year.

This year the date advertised for the Annual Town Meeting is Wednesday 29<sup>th</sup> May 2024, Whiston Town Hall, commencing at 7.30pm.

#### **9. Minutes, Ordinary Council Meeting – Appendix 1.**

To receive as a true and correct record the Minutes of the Ordinary Council Meeting held on Wednesday 10<sup>th</sup> April 2024.

#### **10. Minutes, Events Committee Meeting – Appendix 2.**

To receive as a true and correct record the Minutes of the Events Committee Meeting held at 6pm on Wednesday 10<sup>th</sup> April 2024.

#### **11. Accounts.**

Members are requested to note and agree the undermentioned information in relation to finance, due to the meeting being brought forward by one week the undermentioned financial reports are not available and will be circulated at the meeting.

**a). Bank Reconciliation – April 2024 (to be circulated at the meeting).**

**b). Final Payment Summary – April 2024 (to be circulated at the meeting).**

**c). Monthly Accounts for Payment – May 2024. (to be circulated at the meeting).**

**d). Budget Sheet to 1<sup>st</sup> April 2023 - 31<sup>st</sup> March 2024. – Appendix 3.**

#### **12. Prescott Cables JFC – Application for Financial Assistance – Appendix 4.**

Circulated for Members consideration is an application for financial assistance from Prescott Cables JFC, towards the summer league at Two Butt Lane playing fields for

children aged 5-10 yrs. The club is Prescott Cables Junior Club, and they are seeking funds towards the cost of trophies and medals for the children's summer season. If approval is given this could be allocated using expenditure powers under the Local Government Act 1972 S137 and utilising the community donation budget which stands at £2,000. **Town Clerk to give verbal update.**

**13. Internal Audit 2023-2024 – Appendix 5.**

Members are requested to consider the report of Mr D. Blanchflower, Internal Auditor, for financial year 2023-2024.

**14. Annual Governance and Accountability Statement 2023-2024 – Appendix 6.**

Members are requested to consider and agree Section 1. Annual Governance and Accountability Return for 2023-2024

**15. Accounting Statement 2023-2024 – Appendix 7.**

Members are requested to consider and agree Section 2. Accounting Statement 2023-2024. The undermentioned documents will be submitted to form part of the External Audit and Members are required to note and agree the items set out below.

**Audit of Accounts 2023-2024.**

- a) Internal Audit Statement
- b) Balance Sheet
- c) Income and Expenditure
- d) Explanation of significant Variation
- e) Bank Reconciliations
- f) Copy of bank statements and verifications
- g) Supporting notes
- h) Asset Register
- i) Insurance Public Liability Document

**16. Dates for your Diary.**

Members are requested to attend the undermentioned events to support the Events Committee and are required to inform the Clerk of their availability at each of these events.

**Amateur Flower Show - Saturday 13<sup>th</sup> July 2024 9.00am – 3.00pm**

**Family Funday – Sunday 8<sup>th</sup> September 2024 9.00 am – 4.00pm**

**Whiston Community Awards – 5<sup>th</sup> November 2024 – 7.00pm – 9.00pm**

**Christmas Fayre – Saturday 23<sup>rd</sup> November 2024 9.00am – 4.00pm**

**Mince Pie and Musi Event – 4<sup>th</sup> December 2024 -1.00pm – 4.00pm**

1.

## **WHISTON TOWN COUNCIL**

At the Ordinary Meeting of Whiston Town Council held in the Council Chamber, Whiston Town Hall, Old Colliery Road, Whiston on **Wednesday 10<sup>th</sup> April 2024** commencing at 7.30pm the following were:

**Present**  
**Councillor R. Gaffney**  
**(In the Chair)**

Councillors J. Burke, T. Byron, N. Murray, T. Murray, C. Powell, S. Rees, and G. Wickens.

### **Apologies.**

Councillors D Allen, S. Henry, J. Mimmagh and K. Taylor.

The Town Mayor requested that Councillors and Members of the Public observe a minute's silence as a mark of respect due to the recent passing of previous Prescott Town Council's Clerk, Mr. Daniel Wilson.

### **135. Public Forum.**

The Meeting was adjourned at 7.34pm and reconvened at 7.51pm, 6 Members of the public attended the meeting.

Residents raised the undermentioned issues:

Whiston Woods. The meeting was informed that a response had now been received from M. Harden, Chief Executive Officer of Knowsley Borough Council in relation to the finance information submitted in March 2024. The response was read out at the meeting and residents were extremely disappointed. Residents believe that the response was inaccurate and untrue. Members of the Save Whiston Woods Group say they continue to be ignored by senior officers of the Borough Council. The resident thanked Whiston Town Council Members for their support.

Traffic Lights, Halsnead Garden Village. (Fox's Bank Lane and Windy Arbor Rd. The sequence of the lights requires investigation as vehicles are left for long periods of time with no traffic passing through. A sensor system is required, called a Scoot system. The Town Clerk and Councillor Byron will take up this issue with the Borough Council.

### **136. Announcements from the Town Mayor.**

The Town Mayor of the Council gave the following updates **FOR INFORMATION ONLY.**

Livv Housing- Lyneham, Whiston. The development is well underway, with the contractor working closely with the community. A big thank you to Livv Housing,

Mellors Pond. Information received indicating that fish are being taken from the pond and that the anglers are charging people to fish.

**137. Announcements from the Town Clerk.**

The Clerk of the Council gave the following updates **FOR INFORMATION ONLY.**

Flooded footpath. A number of residents have complained about the footpath and a recent site meeting has identified an issue with drainage. This is being taken forward with the PCT and Knowsley Borough Council.

Main Hall, floor refurbishment, Whiston Town Hall. The main hall has now been sanded and varnished by staff, employed by the Council, who have worked extremely hard to ensure the work was completed within the time frame allocated.

**138. Announcement from the Leader.**

The Leader of the Council submitted apologies for the meeting.

**139. Declarations of Interest.**

The undermentioned Members declared an interest in the undermentioned items.  
Councillor R Gaffney left the meeting room at 8.02pm and returned at 8.05pm  
Councillor J Burke left the meeting room at 8.27pm and returned at 8.32pm

| Councillor | Agenda Item   | Nature of Interest                     |
|------------|---------------|----------------------------------------|
| R. Gaffney | 6.a           | Knowsley Borough Council Planning.     |
| J. Burke   | 16 Appendix 7 | Applicant shares same allotment space. |

**140. Planning.**

**a) Applications.**

**Members considered the undermentioned planning applications.**

|              |                                                                                                                                              |                                    |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| 24/00118/FUL | Proposed part double part first floor side extension, single storey rear extension, single storey bay to front and dormer extension to rear. | 383 Cronton Road Cronton Knowsley. |
| 24/00122/PDE | Prior approval for the erection of a single storey rear extension.                                                                           | 41 Vining Road Prescott Knowsley.  |
| 24/00131/FUL | Retention of detached garage with adjacent external terrace /decking in rear garden                                                          | 372 Cronton Road Cronton Knowsley. |
| 24/00135/FUL | Erection of single storey side and rear extension (Demolition of side extension)                                                             | 74 Hall Lane Cronton Knowsley      |

**Resolved: No observations were put forward.**

**141. Whiston Woods – Information.**

Members were requested to consider any further updates from the Clerk or Leader of the Council in relation to the proposed Cemetery Extension, Whiston Woods.

Members suggested contacting the Borough Council and requesting a copy of the third party's independent ecological survey for the area. A number of different types of birds have been spotted in the area of the proposed cemetery extension.

**Resolved:** That the Town Clerk request a copy of the independent ecological survey of the Whiston Woods Area.

**142. Signing arrangement changes, Whiston Town Council, Bank Accounts and Investments.**

Members were requested to agree the signing arrangements and signatories for all Whiston Town Council Accounts and Investments until May 2027.

**Resolved:** That the signing arrangement be as follows.

**S Mayers, Town Clerk, Councillors S. Rees, T. Murray and S. Henry, any two of the named Members to sign along with the Town Clerk.**

**143. Annual Town Meeting 2024.**

All Parish / Town Councils throughout England are required, by law, to hold an Annual Parish / Town Meeting, which must take place between 1st March and 1<sup>st</sup> June each year. This year the date advertised for the Annual Town Meeting is Wednesday 29<sup>th</sup> May 2024, Whiston Town Hall, commencing at 7.30pm.

**Resolved:** That the date be noted and agreed.

**144. Whiston Junior Democracy Day, 18<sup>th</sup> April 2024.**

Members were requested to note the date of the Council's next Junior Democracy Day, which is scheduled to be held at Whiston Town Hall on Thursday 18<sup>th</sup> April 2024, with year 6 children of Whiston Willis School.

**Resolved:** That the report be noted.

**145. Minutes, Ordinary Council Meeting.**

To receive as a true and correct record the Minutes of the Ordinary Council Meeting held on Wednesday 13<sup>th</sup> March 2024.

**Resolved:** The minutes of the Ordinary Meeting were received as a true and correct record and signed by the Town Mayor.

**146. Minutes, Events Committee Meeting.**

To receive as a true and correct record the Minutes of the Events Committee Meeting held at 6pm on Wednesday 13<sup>th</sup> March 2024.

**Resolved:** The minutes of the Events Committee were received as a true and correct record and signed by the Town Mayor.

**147. Accounts.**

Members were requested to note and agree the undermentioned information in relation to finance.

a). Bank Reconciliation – March 2024.

**Resolved: That the Bank Reconciliation for the month of March 2024 be noted and agreed.**

b). Final Payment Summary – March 2024.

**Resolved: That the Final Payment Summary for the month of March 2024 be noted and agreed.**

c). Monthly Accounts for Payment – April 2024.

**Resolved: That the circulated Monthly Accounts for the month of April 2024 be noted and agreed.**

**148. 1<sup>st</sup> Whiston Scouts - Application for Financial Assistance.**

Members considered an application for financial assistance from 1<sup>st</sup> Whiston Scouts, who are seeking funding towards the cost of a trailer to transport equipment on camping trips. If approval is given, this could be allocated using expenditure powers under the Local Government Act 1972 S137 and utilising the community donation budget which stands at £3,000.

**Resolved: That a contribution of £500 be allocated to the 1<sup>st</sup> Whiston Scouts, using expenditure powers under the Local Government Act 1972 S137 and utilising the community donation budget which stands at £3,000.**

**149. Prescott Cables JFC – Application for Financial Assistance.**

Members considered an application for financial assistance from Prescott Cables JFC, towards the summer league at Two Butt Lane playing fields, for children aged 5-10 yrs. The club is seeking funding for new goals, trophies and medals. If approval is given this could be allocated using expenditure powers under the Local Government Act 1972 S137 and utilising the community donation budget which stands at £3,000.

**Resolved: That this application be deferred pending further information.**

**150. Plan B- (Spectrum Connect CIO) – Application for Financial Assistance.**

Members considered an application for financial assistance from Plan B (Spectrum Connect CIO) who are seeking funding towards the cost of staffing / room hire and printing to allow them to facilitate promotional days. If approval is given, this could be allocated using expenditure powers under the Local Government Act 1972 S137 and utilising the community donation budget which stands at £3,000.

**Resolved: That a contribution of £500 be allocated to Plan B (Spectrum Connect CIO), using expenditure powers under the Local Government Act 1972 S137 and utilising the community donation budget which stands at £3,000.**

**Minute 135 to 150 be received as a true and correct record and signed by the Town Mayor on Wednesday 8<sup>th</sup> May 2024.**

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**R Gaffney-Town Mayor**  
**The Meeting Closed at 8.47pm**

## WHISTON TOWN COUNCIL

At a recent Meeting of Whiston Town Council Events Committee held on Wednesday 10<sup>th</sup> April 2024 in the Council Chamber, Whiston Town Hall, Old Colliery Road, Whiston, commencing at 6.00pm the following were:

**Present**  
**Councillor T Murray**  
**(In the Chair)**

Councillors J. Burke, T. Byron, N. Murray C. Powell and S. Rees.  
S Mayers- Town Clerk

**Apologies.**

Apologies for absence were received on behalf of Councillor D. Allen and R. Miller-Site Manager.

**31. Public Forum.**

No Members of the Public were in attendance.

**32. Declarations of Interest.**

No Declarations of Interest were received.

**33. Minutes.**

The minutes of the Events Committee held on Wednesday 13<sup>th</sup> March 2024, were received as a true and correct record.

**34. Mince Pie and Music Event – Wednesday 4<sup>th</sup> December 2024.**

The Town Clerk confirmed that K. Kenny had now been booked for the Christmas Mince Pie and Music Event for a period of 2 hours, it was suggested a different style of music be played on the day.

**Resolved: That the report be noted and this item be deferred until September 2024.**

**35. Whiston Amateur Flower Show – Saturday 13<sup>th</sup> July 2024.**

The Town Clerk circulated a sample of the entry form, which was agreed along with the times. The event has been posted on social media and sent to local schools. A request to use the tablecloths and vases of the Whiston Gardening Club has been put forward and a response is due by the end of April 2024.

**Resolved: That the Town Clerk publicise the event and application form on the Councils website, N. Murray was to circulate information to other local garden centres.**

**36. Family Fun Day – Emergency Services Day – Sunday 8<sup>th</sup> September 2024.**

The Town Clerk informed Members that G. Lavender, ( Ranger), has confirmed attendance at the event and it was agreed that G. Lavender should decide which activity he would provide on the day. A recent event at Prescott Fire Station had several emergency vehicles on display including an old-fashioned police car.

T. Byron was to obtain information of how we could get this type of event booked for the Family Fun Day.

N. Murray was to get information regarding the bubble lady and S. Mayers was to contact Prescott TC staff to get information on manned bouncy castle hire. T Murray was to contact and firm up information in respect of hiring teacups etc.

**Resolved That the report be noted and information to be fed back at the next meeting in May 2024.**

**37. Christmas Fayre, Whiston Town Hall – Saturday 23<sup>rd</sup> November 2024.**

It is hoped that the same provision as the summer funday could be available for this event, and consideration was given to booking both dates for event including stalls for people selling crafts.

**Resolved: That the report be noted.**

**38. Initiatives for 2024.**

**Community Clean Up Day.**

This was discussed in detail, as location of skips would prove a problem. It was agreed to contact the Borough Council and obtain costings from them in relation to a funded day of bulky item collections. This was to be investigated.

**Resolved: That S. Mayers, N. Murray and T. Byron obtain additional information in relation to refuse collection for local residents.**

**Whiston Community Awards Event for 2024.**

Members were informed that a date has now been set aside and the main hall at Whiston Town Hall has been booked for the Community Awards Events which is scheduled for Tuesday 5<sup>th</sup> November 2024.

**Resolved: That the date be noted and agreed.**

**39. Date of Next Meeting**

Wednesday 8<sup>th</sup> May 2024.

Minute 31 to 39 be received as a true and correct record and signed by the Town Mayor on Wednesday 8<sup>th</sup> May 2024.

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**Town Mayor – Councillor R. Gaffney**  
**The meeting closed at 6.58pm**



|                                     | BUDGET      | USED        | BALANCE    | April      | May        | June      | July      | Aug        | Sept       | Oct       | Nov        | Dec       | Jan        | Feb       | March      |
|-------------------------------------|-------------|-------------|------------|------------|------------|-----------|-----------|------------|------------|-----------|------------|-----------|------------|-----------|------------|
| Burial Facilities                   | £550.00     | £0.00       | £550.00    |            |            |           |           |            |            |           |            |           |            |           |            |
| Insurance - combined policy         | £2,148.00   | £2,145.05   | £2.95      | £2,145.05  |            |           |           |            |            |           |            |           |            |           |            |
| Auditor Internal & External         | £1,030.00   | £1,040.00   | £-10.00    |            | £200.00    |           |           | £840.00    |            |           |            |           |            |           |            |
| Conference/Training                 | £1,500.00   | £0.00       | £1,500.00  |            |            |           |           |            |            |           |            |           |            |           |            |
| Printing Stationery/Photocopier     | £1,700.00   | £2,101.39   | £-401.39   | £124.38    | £449.79    | £183.46   | £170.15   | £217.94    | £136.51    |           | £275.80    | £175.21   | £168.43    |           | £199.72    |
| Annual Report                       | £50.00      | £0.00       | £50.00     |            |            |           |           |            |            |           |            |           |            |           |            |
| Community Donations S137            | £3,500.00   | £3,500.00   | £0.00      | £1,000.00  |            |           | £500.00   |            |            | £500.00   |            |           |            |           |            |
| Christmas Lunches                   | £210.00     | £210.00     | £0.00      |            |            |           |           |            |            |           | £210.00    |           |            |           | £1,500.00  |
| NALC Information                    | £120.00     | £0.00       | £120.00    |            |            |           |           |            |            |           |            |           |            |           |            |
| Telephone/Fax/Internet              | £1,050.00   | £925.17     | £124.83    | £84.64     | £84.84     | £83.19    | £83.99    | £81.81     | £0.00      | £173.09   | £81.28     |           | £163.70    |           | £88.63     |
| Town Mayor's Allowance              | £650.00     | £650.00     | £0.00      |            |            |           |           |            | £650.00    |           |            |           |            |           |            |
| Hospitality                         | £200.00     | £75.98      | £124.02    |            |            |           |           |            |            |           | £75.98     |           |            |           |            |
| WTC Events                          | £1,500.00   | £137.36     | £1,362.64  |            |            |           |           |            |            |           |            | £137.36   |            |           |            |
| LAPTC                               | £1,280.00   | £1,223.24   | £56.76     | £1,223.24  |            |           |           |            |            |           |            |           |            |           |            |
| Office Equipment                    | £500.00     | £726.75     | £-226.75   |            |            |           |           |            |            |           |            |           |            |           |            |
| Petty Cash                          | £350.00     | £150.00     | £200.00    |            |            |           |           |            | £360.40    |           |            |           |            |           | £366.35    |
| Salaries                            | £82,194.00  | £81,852.63  | £341.37    | £6,942.95  | £7,426.92  | £6,916.96 | £6,250.69 | £6,920.66  | £6,920.97  | £6,243.64 | £10,469.03 | £6,766.77 | £2,987.15  | £7,359.04 | £6,647.85  |
| National Insurance                  | £5,340.00   | £5,605.93   | £-265.93   | £394.10    | £449.66    | £450.65   | £392.41   | £450.93    | £450.80    | £392.27   | £940.01    | £466.65   | £259.48    | £510.80   | £448.17    |
| Pension Fund                        | £16,135.00  | £18,176.77  | £-2,041.77 | £1,433.31  | £1,531.01  | £1,441.02 | £1,415.81 | £1,574.13  | £1,574.13  | £1,415.81 | £2,403.51  | £1,542.39 | £659.49    | £1,675.52 | £1,510.64  |
| Remembrance Poppy Wreath (RBL)      | £25.00      | £50.00      | £-25.00    |            |            |           |           |            |            |           | £50.00     |           |            |           |            |
| Gardening Competition               | £275.00     | £0.00       | £275.00    |            |            |           |           |            |            |           |            |           |            |           |            |
| Staff Uniforms                      | £500.00     | £278.60     | £221.40    |            |            |           |           |            |            |           | £278.60    |           |            |           |            |
| Council Memorabilia/Promotions      | £500.00     | £179.95     | £320.05    |            |            |           |           |            | £179.95    |           |            |           |            |           |            |
| Town Council Election Costs         | £12,000.00  | £13,596.56  | £-1,596.56 |            |            |           |           |            |            |           |            |           |            |           |            |
| Bank Charges                        | £800.00     | £571.46     | £228.54    | £55.11     | £47.16     | £59.94    | £48.96    | £53.42     | £43.90     | £43.46    | £65.65     | £53.00    | £13,596.56 | £35.00    | £65.86     |
| Sage Payroll Cover                  | £648.00     | £725.00     | £-77.00    |            |            |           |           |            |            |           | £167.00    |           |            |           | £558.00    |
| Staff Eye Test                      | £40.00      | £0.00       | £40.00     |            |            |           |           |            |            |           |            |           |            |           |            |
| Computers/Web Site                  | £500.00     | £730.00     | £-230.00   |            |            |           |           | £250.00    |            | £480.00   |            |           |            |           |            |
| IT: support/security/licences       | £3,520.00   | £3,859.20   | £-339.20   | £735.20    | £284.00    | £284.00   | £284.00   | £284.00    | £284.00    | £284.00   | £284.00    | £284.00   | £284.00    | £284.00   | £284.00    |
| Annual Subscriptions - Info Commiss | £65.00      | £55.00      | £10.00     |            |            |           |           |            |            |           |            |           |            |           |            |
| Contingencies                       | £2,000.00   | £142.50     | £1,857.50  |            |            |           |           |            |            |           |            |           |            |           |            |
| Town Council Lottery Licence        | £21.00      | £20.00      | £1.00      |            |            |           |           |            |            |           | £20.00     |           |            |           |            |
| Miscellaneous                       |             | £489.03     |            |            |            |           |           | £130.00    |            |           |            |           |            |           |            |
| SUM UP charges                      |             | £130.32     |            | £13.68     | £10.15     | £6.78     | £8.11     | £10.48     | £10.67     | £16.70    | £8.34      | £10.28    | £348.75    | £15.07    |            |
| TOTALS                              | £140,901.00 | £138,728.54 | £2,172.46  | £14,151.66 | £10,483.53 | £9,623.50 | £9,154.12 | £10,813.37 | £10,611.33 | £9,548.97 | £15,479.20 | £9,449.50 | £18,519.06 | £9,910.29 | £11,603.36 |

|                                 | BUDGET             | USED               | BALANCE           | April             | May              | June             | July             | Aug              | Sept             | Oct              | Nov               | Dec              | Jan              | Feb              | March             |
|---------------------------------|--------------------|--------------------|-------------------|-------------------|------------------|------------------|------------------|------------------|------------------|------------------|-------------------|------------------|------------------|------------------|-------------------|
| Electric                        | £12,563.00         | £6,639.59          | £5,923.41         | £373.00           | £33.44           | £308.80          | £323.63          | £378.36          | £344.28          | £860.05          | £1,435.76         | £1,435.76        | £702.66          | £665.18          | £1,214.43         |
| Gas                             | £29,500.00         | £14,333.41         | £15,166.59        | £3,005.13         | £10.20           | £10.73           | £1,149.49        | £10.39           | £402.37          | £598.13          | £1,144.94         | £1,641.66        | £1,844.39        | £2,346.51        | £2,169.47         |
| Non Domestic Rate               | £8,513.00          | £6,861.25          | £1,651.75         | £1,373.25         | £886.00          | £886.00          | £886.00          | £886.00          | £886.00          | £886.00          | £886.00           | £886.00          | £182.03          | £182.03          |                   |
| Water Rates/Sewerage            | £1,751.00          | £1,992.68          | £-241.68          | 171.56            | £171.56          | £171.56          | £171.56          | £171.56          | £171.56          | £72.22           | £272.79           | £254.25          |                  |                  |                   |
| Insurance - combined            | £990.00            | £1,082.89          | £-92.89           | £1,082.89         |                  |                  |                  |                  |                  |                  |                   |                  |                  |                  |                   |
| Alarms (a) Rental/Auto response | £627.00            | £1,002.17          | £-375.17          | £73.78            | £73.78           | £73.78           | £73.78           | £190.64          | £73.78           | £73.78           | £73.78            | £73.78           | £73.78           | £73.78           | £73.73            |
| (b) Repairs                     | £400.00            | £0.00              | £400.00           |                   |                  |                  |                  |                  |                  |                  |                   |                  |                  |                  |                   |
| (c) Fire Extinguishers          | £300.00            | £195.24            | £104.76           | £195.24           |                  |                  |                  |                  |                  |                  |                   |                  |                  |                  |                   |
| Cleaning Materials              | £721.00            | £794.99            | £-73.99           | £114.26           | £62.50           | £128.18          |                  | £74.05           | £59.38           | £173.96          | £81.86            | £14.00           |                  |                  | £86.80            |
| Cathedral Leasing-Hygiene units | £342.00            | £331.56            | £10.44            |                   |                  | £331.56          |                  |                  |                  |                  |                   |                  |                  |                  |                   |
| Repairs/Maintenance             | £2,000.00          | £5,300.91          | £-3,300.91        | £25.00            | £357.56          | 387.78           |                  | £388.32          | £298.20          | £56.45           | £199.17           | £20.58           | £242.13          | £13.75           | £3,311.97         |
| Wages                           | £51,470.00         | £53,658.59         | £-2,188.59        | £3,650.88         | £3,679.43        | 4445.23          | £3,594.13        | £4,386.91        | £4,640.80        | £3,901.88        | £8,132.08         | £4,140.43        | £3,813.45        | £4,951.41        | £4,321.96         |
| National Insurance              | £1,811.00          | £1,918.24          | £-107.24          | £103.06           | £117.29          | 135.04           | £111.85          | £132.52          | £132.35          | £112.46          | £528.01           | £131.55          | £114.98          | £151.55          | £147.58           |
| Pension Fund                    | £10,495.00         | £12,539.15         | £-2,044.15        | £796.71           | £787.98          | 988.79           | £846.99          | £1,043.02        | £1,105.51        | £920.25          | £1,957.21         | £980.73          | £909.40          | £1,179.75        | £1,022.81         |
| Crockery                        | £50.00             | £7.99              | £42.01            |                   |                  |                  |                  |                  |                  |                  | £7.99             |                  |                  |                  |                   |
| Internal/External Painting      | £150.00            | £307.46            | £-157.46          |                   |                  |                  |                  |                  |                  |                  |                   |                  | £258.90          |                  |                   |
| Refuse collection               | £1,050.00          | £1,698.16          | £-648.16          | £160.79           | £161.65          | £112.94          | £124.97          | £92.29           | £91.94           | £191.96          | £141.86           | £110.75          | £213.85          | £185.51          | £109.65           |
| Heating Maintenance/Repairs     | £500.00            | £436.09            | £63.91            |                   |                  |                  | £191.67          |                  |                  |                  |                   |                  | £244.42          |                  |                   |
| Electric Maintenance/Repairs    | £1,000.00          | £1,529.00          | £-529.00          |                   |                  |                  | £400.00          | £1,064.00        |                  |                  |                   |                  |                  |                  |                   |
| Portable Appliance Test         | £270.00            | £100.00            | £170.00           |                   |                  |                  | £100.00          |                  |                  |                  |                   |                  |                  |                  |                   |
| Pest Control                    | £231.00            | £153.36            | £77.64            |                   |                  |                  |                  | £38.34           |                  | £38.34           | £38.34            |                  |                  |                  |                   |
| Premises Licence                | £200.00            | £180.00            | £20.00            |                   |                  |                  |                  |                  |                  |                  | £180.00           |                  |                  |                  |                   |
| Tables & Chairs                 | £200.00            | £0.00              | £200.00           |                   |                  |                  |                  |                  |                  |                  |                   |                  |                  |                  |                   |
| Miscellaneous                   | £200.00            | £429.79            | £-229.79          |                   | £141.67          | £86.78           | £45.79           |                  | £18.89           |                  |                   |                  |                  |                  |                   |
| Christmas Tree                  | £400.00            | £350.00            | £50.00            |                   |                  |                  |                  |                  |                  |                  |                   |                  |                  |                  |                   |
| Donations from Mayors Charity   |                    |                    |                   |                   | £1,555.00        |                  |                  |                  |                  |                  |                   |                  |                  |                  |                   |
| Hall refund                     |                    |                    |                   |                   |                  | £100.00          |                  |                  |                  |                  |                   |                  |                  |                  |                   |
| <b>TOTALS</b>                   | <b>£125,734.00</b> | <b>£112,192.52</b> | <b>£13,891.48</b> | <b>£11,125.55</b> | <b>£7,838.06</b> | <b>£7,967.17</b> | <b>£7,819.86</b> | <b>£8,656.40</b> | <b>£8,073.62</b> | <b>£7,685.48</b> | <b>£13,444.03</b> | <b>£9,489.49</b> | <b>£9,374.99</b> | <b>£9,749.47</b> | <b>£12,523.40</b> |

|                                   | BUDGET      | USED        | BALANCE    | April      | May       | June      | July      | August    | Sept      | Oct       | Nov        | Dec       | Jan        | Feb       | March     |
|-----------------------------------|-------------|-------------|------------|------------|-----------|-----------|-----------|-----------|-----------|-----------|------------|-----------|------------|-----------|-----------|
| Electric                          | £12,288.00  | £6,697.09   | £5,590.91  | £399.89    | £360.55   | £382.00   | £345.39   | £320.65   | £246.46   | £697.97   | £1,509.54  | £856.98   | £694.72    | £608.77   | £972.14   |
| Gas                               | £16,529.00  | £6,220.68   | £10,308.32 | £1,693.80  |           |           | £638.58   |           | £58.28    |           |            | £1,052.48 | £2,079.57  |           |           |
| Telephone                         | £145.00     | £139.15     | £5.85      | £12.65     | £12.65    | £12.65    | £12.65    | £12.65    | £58.28    | £25.30    | £12.65     |           | £25.30     |           |           |
| Non Domestic Rate                 | £7,728.00   | £6,362.25   | £1,365.75  | £1,274.25  | £636.00   | £636.00   | £636.00   | £636.00   | £636.00   | £636.00   | £636.00    | £636.00   | £25.30     |           | £12.65    |
| Water Rates/ Sewerage             | £1,480.00   | £1,355.26   | £124.74    | £109.83    | £109.83   | £109.83   | £124.48   | £124.48   | £124.48   | £124.48   | £72.22     | £103.73   | £175.95    | £175.95   |           |
| Insurance - combined              | £884.00     | £957.94     | £73.94     | £957.94    |           |           |           |           |           |           |            |           |            |           |           |
| Alarms (a) Rental/Autic response  | £845.00     | £885.31     | £40.31     | £73.78     | £73.78    | £73.78    | £73.78    | £73.78    | £73.78    | £73.78    | £73.78     | £73.78    | £73.78     | £73.78    | £73.78    |
| (b) Repairs                       | £356.00     | £59.60      | £296.40    |            |           |           |           |           |           |           |            |           |            |           |           |
| (c) Fire Extinguishers            | £370.00     | £144.12     | £225.88    | £144.12    |           |           |           |           |           |           |            |           |            |           |           |
| Cleaning Materials                | £550.00     | £376.33     | £173.67    | £114.26    |           |           |           | £62.07    |           |           |            |           |            |           |           |
| Repairs/Maintenance               | £1,500.00   | £5,861.47   | £4,361.47  | 1,644.76   | £2,200.00 | £26.41    |           | 8.31      | £102.00   |           |            |           | £200.00    |           | £379.99   |
| Cathedral Leasing (Hygiene Units) | £342.00     | £331.56     | £10.44     |            |           | £331.56   |           |           |           |           |            |           | £1,500.00  |           |           |
| Wages                             | £52,095.00  | £56,519.38  | £4,424.38  | £4,317.57  | £4,024.46 | £5,047.09 | £3,934.27 | £4,841.60 | £4,791.06 | £3,890.75 | £7,707.42  | £4,270.17 | £4,081.61  | £5,228.72 | £4,384.66 |
| National Insurance                | £3,605.00   | £3,814.04   | £209.04    | £293.17    | £251.50   | £330.18   | £240.35   | £299.50   | £290.38   | £232.74   | £703.49    | £280.27   | £260.63    | £337.64   | £294.19   |
| Pension Fund                      | £11,330.00  | £13,093.31  | £1,763.31  | £930.24    | £855.24   | £1,092.54 | £926.56   | £1,128.27 | £1,140.64 | £917.60   | £1,836.73  | £1,011.10 | £972.20    | £1,244.68 | £1,037.51 |
| Lease of Land                     | £5.00       | £0.00       | £5.00      |            |           |           |           |           |           |           |            |           |            |           |           |
| Internal/External Painting        | £200.00     | £198.40     | £1.60      |            |           |           |           | £68.40    |           |           |            |           | £130.00    |           |           |
| Crockery                          | £75.00      | £0.00       | £75.00     |            |           |           |           |           |           |           |            |           |            |           |           |
| Refuse Collection                 | £1,030.00   | £1,212.68   | £182.68    | £93.29     | £114.05   | £138.90   | £112.65   | £92.29    | £101.46   | £121.40   |            | £110.75   | £126.65    | £91.59    | £109.65   |
| Electric Maintenance/Repairs      | £1,750.00   | £1,345.50   | £404.50    |            |           |           | £340.00   | £174.00   |           |           | £297.50    |           | £455.00    | £79.00    |           |
| Portable Appliance Test           | £100.00     | £60.00      | £40.00     |            |           |           | £60.00    |           |           |           |            |           |            |           |           |
| Heating Maintenance/Repairs       | £500.00     | £283.33     | £216.67    |            |           |           | £191.67   |           |           |           |            |           |            |           |           |
| Pest Control                      | £232.00     | £153.32     | £78.68     |            |           | £91.66    |           |           |           |           |            |           |            |           |           |
| Christmas Tree                    | £400.00     | £350.00     | £50.00     |            |           |           |           | £38.33    |           |           |            |           | £38.33     |           |           |
| Miscellaneous                     |             | £0.00       |            |            |           |           |           |           |           |           |            |           |            |           |           |
| Hall Refund                       |             | £0.00       |            |            |           |           |           |           |           |           |            |           |            |           |           |
| TOTALS                            | £114,339.00 | £106,420.72 | £7,918.28  | £12,059.55 | £8,638.06 | £8,272.60 | £7,636.38 | £7,880.33 | £7,564.54 | £6,817.95 | £12,887.66 | £8,395.26 | £11,163.74 | £7,840.13 | £7,264.52 |

|                                   | BUDGET            | USED              | BALANCE          | April            | May              | June             | July             | Aug              | Sept             | Oct              | Nov              | Dec              | Jan              | Feb              | March            |
|-----------------------------------|-------------------|-------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Electric                          | £1,860.00         | £647.42           | £1,212.58        | £45.31           | £45.55           | £43.72           | £41.06           | £40.40           | £52.73           | £55.66           |                  | £82.93           | £68.90           | £71.75           | £99.41           |
| Gas                               | £4,879.00         | £1,503.31         | £3,375.69        | £369.89          |                  |                  | £123.77          |                  | £36.87           | £96.96           |                  | £183.06          | 444.15           |                  | £248.61          |
| Non Domestic Rate                 | £1,986.00         | £1,991.01         | £-5.01           | £399.01          | £199.00          | £199.00          | £199.00          | £199.00          | £199.00          | £199.00          | £199.00          | £199.00          |                  |                  |                  |
| Water Rates/Usage                 | £1,160.00         | £1,543.87         | £-383.87         | £92.21           |                  |                  | £148.31          | £148.31          | £148.31          | £148.31          | £364.06          | £123.59          | £123.59          | £123.59          | £123.59          |
| Lease of Land/Rent                | £5.00             | £0.00             | £5.00            |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| Insurance - combined              | £654.00           | £708.05           | £-54.05          | £708.05          |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| Cleaning Materials                | £300.00           | £277.54           | £22.46           | £114.26          |                  |                  |                  | £62.07           | £8.44            |                  |                  |                  | £92.77           |                  |                  |
| Repairs/Maintenance               | £500.00           | £192.00           | £308.00          |                  |                  | £90.00           |                  |                  | £102.00          |                  |                  |                  |                  |                  |                  |
| Equipment                         | £50.00            | £0.00             | £50.00           |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| Fire Extinguishers                | £100.00           | £20.73            | £79.27           | £20.73           |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| Cathedral Leasing (Hygiene Units) | £330.00           | £331.56           | £-1.56           |                  |                  | £331.56          |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| Crockery                          | £50.00            | £0.00             | £50.00           |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| Internal/External Painting        | £100.00           | £100.00           | £0.00            |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| Wages                             | £18,020.00        | £18,558.97        | £-538.97         | £1,250.14        | £1,348.25        | £1,639.91        | £1,294.90        | £1,663.40        | £1,650.17        | £1,289.67        | £2,503.13        | £1,384.33        | £1,362.09        | £1,786.93        | £1,386.05        |
| National Insurance                | £1,430.00         | £1,486.37         | £-56.37          | £102.21          | £109.95          | £128.00          | £104.09          | £129.02          | £128.43          | £103.90          | £203.60          | £112.69          | £111.74          | £140.07          | £112.67          |
| Pension                           | £3,225.00         | £3,595.81         | £-370.81         | £237.34          | £245.31          | £302.82          | £261.96          | £327.44          | £327.44          | £261.96          | £454.63          | £276.92          | £276.92          | £346.15          | £276.92          |
| Telephone                         | £136.00           | £139.15           | £-3.15           | £12.65           | £12.65           | £12.65           | £12.65           | £12.65           |                  | £25.30           | £12.65           |                  | £25.30           |                  | £12.65           |
| Gas Heating Maintenance/Repair    | £500.00           | £191.66           | £308.34          |                  |                  |                  | £191.66          |                  |                  |                  |                  |                  |                  |                  |                  |
| Electric Maintenance/Repairs      | £400.00           | £110.00           | £290.00          |                  |                  |                  | £110.00          |                  |                  |                  |                  |                  |                  |                  |                  |
| Portable Appliance Test           | £50.00            | £40.00            | £10.00           |                  |                  |                  | £40.00           |                  |                  |                  |                  |                  |                  |                  |                  |
| Tables                            | £300.00           | £0.00             | £300.00          |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| Miscellaneous                     |                   |                   |                  |                  |                  | 45.76            |                  |                  |                  | 206.67           | £69.19           |                  |                  |                  |                  |
| Pest Control                      |                   |                   |                  |                  |                  |                  |                  | 38.33            |                  | 38.33            | 38.33            |                  | 38.33            |                  |                  |
| <b>TOTALS</b>                     | <b>£36,035.00</b> | <b>£31,437.45</b> | <b>£4,597.55</b> | <b>£3,351.80</b> | <b>£1,960.71</b> | <b>£2,793.42</b> | <b>£2,527.40</b> | <b>£2,620.62</b> | <b>£2,653.39</b> | <b>£2,425.76</b> | <b>£3,844.59</b> | <b>£2,362.52</b> | <b>£2,643.79</b> | <b>£2,468.49</b> | <b>£2,259.90</b> |

WHISTON TOWN COUNCIL  
OPEN SPACES

## BUDGET SHEET 2023-2024

PAGE 5.

|                                 | BUDGET            | USED              | BALANCE        | April          | May           | June           | July             | Aug              | Sept             | Oct              | Nov              | Dec              | Jan              | Feb              | Mar           |
|---------------------------------|-------------------|-------------------|----------------|----------------|---------------|----------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|---------------|
| <b>Foxshaw Close Playground</b> |                   |                   |                |                |               |                |                  |                  |                  |                  |                  |                  |                  |                  |               |
| Foxshaw Close - Caretaker       | £900.00           | £900.00           | £0.00          | £75.00         | £75.00        | £75.00         | £75.00           | £75.00           | £75.00           | £75.00           | £75.00           | £75.00           | £75.00           | £75.00           | £75.00        |
| <b>Multi Use Games Area</b>     |                   |                   |                |                |               |                |                  |                  |                  |                  |                  |                  |                  |                  |               |
| M.U.G.A Repairs/Maintenance     | £1,500.00         | £2,600.00         | £1,100.00      |                |               | £602.50        |                  |                  |                  |                  |                  |                  |                  |                  |               |
| Insurance - combined            | £307.00           | £333.20           | £26.20         | £333.20        |               |                |                  |                  |                  |                  | £602.50          |                  |                  | £1,395.00        |               |
| Refund of payment for usage     |                   | £18.00            |                |                |               |                |                  |                  |                  |                  |                  |                  | £18.00           |                  |               |
| <b>Public Open Spaces</b>       |                   |                   |                |                |               |                |                  |                  |                  |                  |                  |                  |                  |                  |               |
| Repairs/maintenance/tree survey | £1,000.00         | £0.00             | £1,000.00      |                |               |                |                  |                  |                  |                  |                  |                  |                  |                  |               |
| Grounds Maintenance KBC         | £11,300.00        | £11,513.74        | £213.74        |                |               |                | £1,439.22        | £1,439.22        | £1,439.22        | £1,439.22        | £1,439.22        | £1,439.22        | £1,439.22        | £1,439.20        |               |
|                                 |                   | £0.00             | £0.00          |                |               |                |                  |                  |                  |                  |                  |                  |                  |                  |               |
| <b>TOTALS</b>                   | <b>£15,007.00</b> | <b>£15,364.94</b> | <b>£339.94</b> | <b>£408.20</b> | <b>£75.00</b> | <b>£677.50</b> | <b>£1,514.22</b> | <b>£1,514.22</b> | <b>£1,514.22</b> | <b>£1,514.22</b> | <b>£2,116.72</b> | <b>£1,514.22</b> | <b>£1,532.22</b> | <b>£2,909.20</b> | <b>£75.00</b> |

| KBC - PRECEPT         | ESTIMATED<br>£292,438.00 | INCOME<br>£292,438.00 | DUE IN<br>£0.00 | April       | May       | June      | July       | Aug       | Sept      | Oct        | Nov       | Dec       | Jan       | Feb        | Mar        |
|-----------------------|--------------------------|-----------------------|-----------------|-------------|-----------|-----------|------------|-----------|-----------|------------|-----------|-----------|-----------|------------|------------|
| WHISTON TOWN HALL     | £36,000.00               | £48,988.51            | -£12,988.51     | £4,574.00   | £4,072.16 | £2,398.50 | £5,947.50  | £2,751.00 | £2,879.50 | £4,537.94  | £2,873.09 | £2,263.67 | £4,593.13 | £7,067.82  | £5,030.20  |
| GEORGE HOWARD CENTRE  | £35,000.00               | £36,147.57            | -£1,147.57      | £3,186.18   | £3,576.56 | £2,962.43 | £2,889.18  | £2,555.18 | £672.50   | £3,344.84  | £2,841.09 | £3,293.59 | £3,620.84 | £3,293.59  | £3,911.59  |
| ROBERT FOULKES CENTRE | £5,000.00                | £5,724.37             | -£724.37        | £358.00     | £609.25   | £207.25   | £567.00    | £358.51   | £506.75   | £429.75    | £604.92   | £280.69   | £303.75   | £1,251.00  | £247.50    |
| M.U.G.A               | £3,200.00                | £4,475.00             | -£1,275.00      | £126.00     | £284.00   | £234.00   | £144.00    | £286.00   | £414.00   | £738.00    | £612.00   | £270.00   | £450.00   | £558.00    | £359.00    |
| INTEREST              | £3,000.00                | £7,519.23             | -£4,519.23      | £323.44     | £624.60   | £614.43   | £732.55    | £755.50   | £709.03   | £759.48    | £683.68   | £625.91   | £660.14   | £537.22    | £493.25    |
| V.A.T.                | £10,000.00               | £12,728.29            | -£2,728.29      | £6,650.74   |           |           |            |           |           | £6,077.55  |           |           |           |            |            |
| MISC / FEED IN TARIFF |                          | £979.32               |                 |             |           |           |            | £849.22   |           |            |           |           |           | £130.10    |            |
| TOTALS                | £384,638.00              | £409,000.29           | -£23,382.97     | £307,656.36 | £9,166.57 | £6,416.61 | £10,280.23 | £7,555.41 | £5,181.78 | £15,887.56 | £7,614.78 | £6,733.86 | £9,627.86 | £12,837.73 | £10,041.54 |

|                                        |  |              |             |            |             |       |     |      |      |     |      |     |     |            |            |     |       |
|----------------------------------------|--|--------------|-------------|------------|-------------|-------|-----|------|------|-----|------|-----|-----|------------|------------|-----|-------|
| Balance b/f 1st Ap-il 2023             |  |              |             |            |             |       |     |      |      |     |      |     |     |            |            |     |       |
| 2023/2024                              |  | BUDGET       |             |            |             |       |     |      |      |     |      |     |     |            |            |     |       |
|                                        |  | £ 387,963.18 |             |            |             |       |     |      |      |     |      |     |     |            |            |     |       |
| Short Term Invest - Nat West           |  | £ 50,488.22  |             |            |             |       |     |      |      |     |      |     |     |            |            |     |       |
| Business Reserves                      |  | £ 320,881.68 |             |            |             |       |     |      |      |     |      |     |     |            |            |     |       |
| Current A/c                            |  | £ 7,466.34   |             |            |             |       |     |      |      |     |      |     |     |            |            |     |       |
| Balance c/f 31st March 2024            |  | £ 378,836.24 |             |            |             |       |     |      |      |     |      |     |     |            |            |     |       |
| Included in above amount b/f           |  |              |             |            |             |       |     |      |      |     |      |     |     |            |            |     |       |
| Community Development Fund             |  | £ 7,550.00   |             |            |             |       |     |      |      |     |      |     |     |            |            |     |       |
| Unrestricted Reserves                  |  | £ 371,286.24 |             |            |             |       |     |      |      |     |      |     |     |            |            |     |       |
| Balance as at 31st March 2024          |  | £ 378,836.24 |             |            |             |       |     |      |      |     |      |     |     |            |            |     |       |
| 2023/2024                              |  |              |             |            |             |       |     |      |      |     |      |     |     |            |            |     |       |
| B/f                                    |  | INCOME       | BUDGET      | USED       | BALANCE     | April | May | June | July | Aug | Sept | Oct | Nov | Dec        | Jan        | Feb | March |
|                                        |  | £ 387,963.18 |             |            | £ -         |       |     |      |      |     |      |     |     |            |            |     |       |
| Precept received by 30th April 2023    |  | £ 292,438.00 |             |            | £ -         |       |     |      |      |     |      |     |     |            |            |     |       |
|                                        |  | £ 680,401.18 |             |            |             |       |     |      |      |     |      |     |     |            |            |     |       |
| Community Development Fund             |  | £ -          | £ 7,550.00  | £ -        | £ 7,550.00  |       |     |      |      |     |      |     |     |            |            |     |       |
| Repairs & Maintenance                  |  |              | £ 3,000.00  | £ 2,812.50 | £ 187.50    |       |     |      |      |     |      |     |     | £2,707.80  | 2,812.50   |     |       |
| Provision of Christmas lights Reserves |  |              | £ 15,508.00 | £ 9,837.66 | £ 5,670.34  |       |     |      |      |     |      |     |     |            | 7,129.86   |     |       |
|                                        |  |              | £ 26,058.00 | £ 2,812.50 | £ 13,407.84 | £ -   | £ - | £ -  | £ -  | £ - | £ -  | £ - | £ - | £ 2,707.80 | £ 9,942.36 | £ - | £ -   |

**WHISTON TOWN COUNCIL**  
**SMALL COMMUNITY FUND APPLICATION FORM**

**4**

| <b>SECTION 1 – Your Organisation</b>                        |                                                                                        |
|-------------------------------------------------------------|----------------------------------------------------------------------------------------|
| <b>Organisation Name and Address:</b>                       | Prescot Cables JFC<br>5 Merchants Row, Scotchbarn Lane, Prescot, L34 5TJ               |
| <b>Contact person:</b>                                      | Mr Jonathan Marston                                                                    |
| <b>Role in the Organisation:</b>                            | Club Secretary                                                                         |
| <b>Telephone:</b>                                           | 07914111157                                                                            |
| <b>Email:</b>                                               | cablesjfc@gmail.com                                                                    |
| <b>What year was your group established?</b>                | 2011                                                                                   |
| <b>Do you have a constitution?</b>                          | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>                    |
| <b>Are you a registered Charity?</b>                        | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/><br>Charity Number: |
| <b>What are the main aims and activities of your Group?</b> | Footballing activities for children aged 4-16                                          |
| <b>Which area of Whiston are you based in?</b>              | Prescot South, Two Butt Lane                                                           |
| <b>Bank Details:</b>                                        | Sort Code: 20 51 08<br>Account Number: 30837989<br>Account Name: Cables JFC            |



## SECTION 2 – Your Project

|                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |   |
|-----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| <b>Project Name:</b>                                                                                                              | Summer Football League                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |   |
| <b>When will this take place?</b>                                                                                                 | May 2024 – July 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |   |
| <b>Please give details of the activity and / or equipment that you are applying for:</b>                                          | Running a summer league on two butt lane playing fields from May, we require funding for new goals, trophies for winners and medals for all of our participants                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |   |
| <b>How will this project make a difference in your community?</b><br><br><b>Please continue on separate sheet if necessary...</b> | <p>The project will see children from ages 5-10 playing football every Saturday and Sunday at two butt lane playing fields, in an organized league ran in accordance with FA rules and regulations. This will bring children from Whiston (We have 50 players in our club from Whiston, and this is expanding weekly) and all over Knowsley/Liverpool to play football in a safe and friendly environment. This will see the local community benefit from people in the area stopping at local shops for food, drinks, snacks on their way to and from football. The league will be entirely volunteer lead and this is why we are looking for funding help for goals to keep the games available, trophies for winners &amp; medals for all participants.</p> <p>Trophies and medals will be purchased from a local sole trader from Whiston.</p> |   |
| <b>Who will mainly benefit from your project? (please tick one box in each section)</b>                                           | <b>Groups</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |
|                                                                                                                                   | Young People                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | X |
|                                                                                                                                   | Older People                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |   |
|                                                                                                                                   | General Community                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | X |
|                                                                                                                                   | Resident Association                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |   |
|                                                                                                                                   | Sports or Arts                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | X |
|                                                                                                                                   | Minority groups (e.g. LGBT, Disabled, BME)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | X |
| <b>How many people will benefit from your project?</b>                                                                            | 500+                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |   |
| <b>How much funding are you asking for?</b>                                                                                       | £500                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |   |
| <b>Have you secured funding from anyone else?</b>                                                                                 | No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |   |

|                                                                        |                                                                        |                |
|------------------------------------------------------------------------|------------------------------------------------------------------------|----------------|
| <b>How will your project recognise the support of the Town Council</b> | We would be pleased to share on social media the help from the council |                |
| <b>Who will be running the activity?</b>                               | Unpaid Volunteers    X                                                 | How many    25 |
|                                                                        | <input type="checkbox"/> Paid Volunteers                               | How many - 0   |
|                                                                        | <input type="checkbox"/> Paid Staff                                    | How many - 0   |

**Declaration:**

|                                                                                                                                                                                                                                                                                             |                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| <b>I declare that to the best of my knowledge and belief the information supplied on this application form is correct. This application is in compliance with the guidance notes and I confirm that I have the authority to sign on behalf of the organisation making this application.</b> | Signed: Jonathan Marston |
|                                                                                                                                                                                                                                                                                             | Position: Club Secretary |
|                                                                                                                                                                                                                                                                                             | Date: 08/03/2024         |

**You can return your form:**

|                  |                                                                                                                                    |
|------------------|------------------------------------------------------------------------------------------------------------------------------------|
| <b>By Post:</b>  | Mrs Sandra Mayers<br>Town Clerk<br>Whiston Town Council<br>Whiston Town Hall<br>Old Colliery Road<br>Whiston<br>Merseyside L35 3QX |
| <b>By Email:</b> | town.clerk@whiston-tc.gov.uk                                                                                                       |

**Please note:**

**As from May 2023, should the application be approved, the organisation must provide receipts to Whiston Town Council to show how the grant has been spent.**

**Please ensure the following :-**

1. Read the guidance notes which will help you to include the information we need.
2. Make sure that your group and your project meet the criteria.

**David Blanchflower JP, MA, FMS**  
206 Bescar Lane Scarisbrick Ormskirk L40 9QT  
Email: blanch2203@gmail.co.uk Tel: 01704 889736



**Internal Audit Forum**  
THE VOICE FOR LOCAL COUNCIL AUDIT

12<sup>th</sup> April 2024

Mrs. S. Mayers  
Town Clerk  
Whiston Town Council  
Whiston Town Hall  
Old Colliery Road  
Whiston  
L35 2OX

### **Internal Audit Report 2023/24**

I am pleased to confirm that I undertook the "Internal Audit" function in relation to the 2023/24 financial year on 11<sup>th</sup> April 2024. Acting independently, I have examined the systems of internal controls by undertaking the tests laid down and detailed in the Annual Return. I would thank your Town Clerk Mrs. Mayers and her staff who assisted in the conduct of the audit by providing me with all the necessary paperwork and documentation. As always, the documentation was exceptionally good and readily accessible.

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

My main role is to provide assurance to the Council that the internal control environment is operating soundly.

As the Council's Internal Auditor, I have a duty to complete the internal audit certificate in the Council's Annual Return, which covers the basic financial systems and requires assurances in specific areas. This report sets out the main areas of work examined during my visit to the Council.

### **Overall Conclusion**

Based on my examination of your procedures and documentation I am happy to confirm that the Council's systems of internal controls are both effective and adequate for the purpose intended. I have signed the Annual Return confirming my satisfaction with your procedures.

I would like to commend your Clerk Mrs Mayers for the quality of the systems and procedures she has in place which always ensure information is readily available so permitting a comprehensive audit process. I am happy to confirm that there are no points for action that need addressing by the Council.

David Blanchflower  
Internal Auditor

**Whiston Town Council**  
**INTERNAL AUDIT SUMMARY 2023/2024**

**Maintenance of Accounting Records/ Bank Reconciliations / Payment Controls**

The objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers.

I therefore:

- Checked a random sample of the transactions.
- Reviewed the timing and the accuracy of detail on the bank reconciliations.
- Checked that payments are supported by invoices, authorised and minuted.
- Verified that VAT on payments had been identified, recorded and reclaimed.
- Examined the level of financial reserves maintained.
- Examined a sample of room bookings and associated paperwork and payment banking.

**Findings:**

**There were no matters arising from the sample transaction testing.**

- **From sample testing, VAT on payments had been identified, recorded and reclaimed.**
- **It was noted that sufficient reserves were held at the year end and that the Council had a detailed “Investment Strategy” and was working towards investing these reserves to maximise income.**
- **It was noted that the Council had in place a regular monthly reconciliation process.**
- **It was noted that a comprehensive accounting system was in place.**

**Review of Corporate Governance and Risk Management**

The objective is to ensure that the Council has a robust system of corporate governance documentation in place, that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that no actions of a potentially unlawful nature have been or are being considered for implementation.

I have therefore undertaken the following work in this area:

- A review of the minutes to identify any unusual financial activity.
- Council minutes record that the Council conduct an annual risk assessment.
- That insurance cover is with Zurich and is appropriate and adequate.
- Internal financial controls are documented and regularly reviewed.

I reviewed the minutes of Council meetings for 2023/24 to identify whether any issues exist that may have an adverse effect, through litigation or other causes, on the Council’s future financial stability and none were found.

**Findings:**

- **The standing orders and financial regulations were in order and had been formally adopted by the Council.**
- **An annual risk assessment had been reported to Council.**

- **An updated Asset Register exists.**

### **Review of Budgetary Control**

My aim here is to ensure that the Council has a robust procedure in place for identifying and approving its future budgetary requirements and level of precept to be drawn down. Also, that an effective reporting and monitoring process is in place. Checks were made to ensure that the Council retains appropriate funds in general and earmarked reserves to finance its ongoing spending plans, whilst retaining appropriate sums to cover any unplanned expenditure that might arise.

I have therefore undertaken the following work in this area:

- Has the Council prepared an annual budget in support of its precept.
- Is actual expenditure against the budget regularly reported to the Council.
- Are there any significant unexplained variances from budget.
- Has the RFO reported at least quarterly to Council Financial Statements which includes budget comparisons.
- Has the RFO reported and explained any significant variations to Council.

### **Findings:**

1. **An annual budget had been approved by the Council which had set a Precept of £301,369 giving a 0% increase on a band D property for 2024-2025.**
- **It was noted that a detailed budget had been prepared and that there was regular monthly financial reporting to the Council, with quarterly budget reports.**
  - **All expenditure is approved by the Council.**
  - **It was noted that effective from May 2023 successful grant applicants were required to produce receipts/evidence of expenditure.**
  - **It was noted that the Council has robust financial procedures in place with easy-to-follow audit trails.**

### **Review of Income Controls**

The aim here is to ensure that appropriate arrangements are in place for the identification of all income due to the Council, that invoices are raised to recover that income and that monies are received and banked within a reasonable time frame.

### **Findings:**

- **Income monies are accounted for and banked in a timely manner.**
- **No issues arising as comprehensive and effective procedures are in place.**



David Blanchflower  
Internal Auditor

## Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

### WHISTON TOWN COUNCIL

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

|                                                                                                                                                                                                                                                                                                 | Agreed |     | 'Yes' means that this authority:                                                                                                                                                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                 | Yes    | No* |                                                                                                                                                                                         |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.                                                                                                                                                  | ✓      |     | prepared its accounting statements in accordance with the Accounts and Audit Regulations.                                                                                               |
| 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.                                                                                                                                  | ✓      |     | made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.                                                                     |
| 3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. | ✓      |     | has only done what it has the legal power to do and has complied with Proper Practices in doing so.                                                                                     |
| 4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.                                                                                                                               | ✓      |     | during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.                                                               |
| 5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.                                                                            | ✓      |     | considered and documented the financial and other risks it faces and dealt with them properly.                                                                                          |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.                                                                                                                                                          | ✓      |     | arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority. |
| 7. We took appropriate action on all matters raised in reports from internal and external audit.                                                                                                                                                                                                | ✓      |     | responded to matters brought to its attention by internal and external audit.                                                                                                           |
| 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.                                  | ✓      |     | disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.                                           |
| 9. (For local councils only) Trust funds including charitable, in our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.                         | Yes    | No  | N/A                                                                                                                                                                                     |
|                                                                                                                                                                                                                                                                                                 |        |     | 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:

08/05/2024

and recorded as minute reference:

Minute : Refers REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE ADDRESS [WWW.WHISTON-TC.GOV.UK](http://WWW.WHISTON-TC.GOV.UK)



## Section 2 – Accounting Statements 2023/24 for

## WHISTON TOWN COUNCIL

|                                                             | Year ending        |                    | Notes and guidance                                                                                                                                                                                             |
|-------------------------------------------------------------|--------------------|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                             | 31 March 2023<br>£ | 31 March 2024<br>£ |                                                                                                                                                                                                                |
| 1. Balances brought forward                                 | 358,485            | 389,346            | <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                          | 293,145            | 292,438            | <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                                 | 87,837             | 105,472            | <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                                          | 236,368            | 250,705            | <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                                   | 113,753            | 152,658            | <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                             | 389,346            | 383,893            | <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           | 387,963            | 378,836            | <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 | 1,796,015          | 1,875,358          | <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) |     | <input checked="" type="checkbox"/> |                                     | <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) |     |                                     | <input checked="" type="checkbox"/> | <i>The figures in the accounting statements above exclude any Trust transactions.</i>                                |

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

 SIGNED

Date

01/05/2024

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

08/05/2024

as recorded in minute reference:

Minute: Refers **MINUTE REFERENCE**

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

**SIGNATURE REQUIRED**



## Annual Internal Audit Report 2023/24

WHISTON TOWN COUNCIL

WWW.WHISTON-TC.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. <i>(If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")</i>                                                                                                       |     |     | ✓              |
| L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.                                                                                                                                                                                                   | ✓   |     |                |
| M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> . | ✓   |     |                |
| N. The authority has complied with the publication requirements for 2022/23 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .                                                                                                                                                                                                                                           | ✓   |     |                |
| O. (For local councils only)                                                                                                                                                                                                                                                                                                                                         | Yes | No  | Not applicable |
| Trust funds (including charitable) – The council met its responsibilities as a trustee.                                                                                                                                                                                                                                                                              |     |     | ✓              |

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

Date(s) internal audit undertaken

11/04/2024

Name of person who carried out the internal audit

Mr. D. Blanchflower INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

11/04/2024

\*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, this annual internal audit report must explain why not (add separate sheets if needed).



**WHISTON TOWN COUNCIL SUMMARY SHEET 2023/2024**

Balance at 31st March 2024

| <b>DEBTORS</b>               |          | <b>2022/2023</b>  | <b>2023/2024</b>    |
|------------------------------|----------|-------------------|---------------------|
| Vat                          | £        | 6,650.74          | £ 11,156.91         |
| Other amounts due            | £        | 7,411.18          | £ 9,124.84          |
| Payments in advance          | £        | 995.46            | £ 1,042.21          |
| Cash in Hand                 | £        | 387,963.18        | £ 378,836.24        |
|                              | <b>£</b> | <b>403,020.56</b> | <b>£ 400,160.20</b> |
|                              |          | -                 |                     |
| <b>CREDITORS</b>             |          |                   |                     |
| Payments Outstanding         | £        | 11,348.70         | £ 13,865.32         |
| Payments received in advance | £        | 2,325.00          | £ 2,401.00          |
|                              | <b>£</b> | <b>13,673.70</b>  | <b>£ 16,266.32</b>  |
|                              | <b>£</b> | <b>389,346.86</b> | <b>£ 383,893.88</b> |
| <b>RESTRICTED</b>            |          |                   |                     |
| UN RESTRICTED                | £        | 7,550.00          | £ 7,550.00          |
| NET ASSETS                   | £        | 381,796.86        | £ 376,343.88        |
|                              | <b>£</b> | <b>389,346.86</b> | <b>£ 383,893.88</b> |

# SUMMARY INCOME & EXPENDITURE ACCOUNT 2023/2024

| A                              | B                          | C                                                          | D                                                |          | E                                      |           | F                              |
|--------------------------------|----------------------------|------------------------------------------------------------|--------------------------------------------------|----------|----------------------------------------|-----------|--------------------------------|
| Income & Expenditure 2022/2023 | Town Council Activity      | Receipts & Payments Account (as per R&P summary 2023/2024) | Reversal of last year's adjustment plus or minus |          | Current Year adjustments plus or minus |           | Income & Expenditure 2023/2024 |
|                                |                            | £                                                          | minus                                            | plus     | plus                                   | minus     |                                |
|                                | Calculation of Income      |                                                            | £                                                |          | £                                      |           | £                              |
| 293,145.00                     | Precept                    | 292,438.00                                                 | -                                                | -        |                                        |           | 292,438.00                     |
|                                | Publicity                  | -                                                          |                                                  |          | -                                      | -         | -                              |
| 3,193.47                       | Ins Com/Claims/Refunds     | 1,433.28                                                   |                                                  |          |                                        |           | 1,433.28                       |
| 39,215.52                      | Whiston Town Hall          | 48,534.55                                                  | 3,873.00                                         | 2,325.00 | 4,902.75                               | 2,365.00  | 49,524.30                      |
| 32,895.00                      | George Howard Cnt          | 36,147.57                                                  | 3,106.18                                         | -        | 3,718.09                               | -         | 36,759.48                      |
| 6,036.00                       | Robert Foulkes Cnt         | 5,724.37                                                   | 432.00                                           | -        | 504.00                                 | 36.00     | 5,760.37                       |
| 4,358.00                       | Multi Use/Open Space       | 4,475.00                                                   | -                                                | -        | -                                      | -         | 4,475.00                       |
| 2,139.66                       | Interest                   | 7,519.23                                                   |                                                  |          |                                        |           | 7,519.23                       |
|                                | Investments                |                                                            |                                                  |          | -                                      | -         | -                              |
|                                | VAT Repayment              | 12,728.29                                                  |                                                  |          |                                        | 12,728.29 | -                              |
|                                | Total Receipts             | 409,000.29                                                 | 7,411.18                                         | 2,325.00 | 9,124.84                               | 15,129.29 | 397,909.66                     |
| 380,982.65                     |                            |                                                            |                                                  |          | Total Income £                         |           |                                |
|                                | Calculation of Expenditure | £                                                          | £                                                |          | £                                      |           |                                |
| 26,431.25                      | Administration             | 40,365.04                                                  | minus                                            | plus     | plus                                   | minus     | £                              |
| 28,589.55                      | Whiston Town Hall          | 34,147.44                                                  | 373.00                                           | 120.00   | 89.65                                  | 922.21    | 40,323.30                      |
| 25,193.99                      | George Howard Cnt          | 25,348.24                                                  | 412.54                                           | -        | 763.42                                 | 120.00    | 34,537.86                      |
| 6,599.74                       | Robert Foulkes Cnt         | 8,181.24                                                   | 57.96                                            | -        | 1,068.79                               |           | 26,004.49                      |
| 18,791.67                      | Open Space/Muga            | 25,182.98                                                  | -                                                |          | 172.99                                 |           | 8,296.27                       |
|                                | Publicity                  | -                                                          |                                                  |          | 172.99                                 |           | 25,355.97                      |
| 4,946.68                       | Repairs                    | 14,639.38                                                  |                                                  |          |                                        |           | -                              |
| 3,200.00                       | S137/Comm Donations        | 3,500.00                                                   |                                                  |          | -                                      |           | 14,639.38                      |
| 236,367.90                     | Salaries/wages             | 249,567.38                                                 | 10,420.56                                        | 40.73    | 11,597.48                              | 38.93     | 3,500.00                       |
| -                              | Investments                |                                                            |                                                  |          |                                        |           | 250,705.37                     |
| -                              | VAT Input                  | 17,195.53                                                  |                                                  |          |                                        |           | -                              |
| 350,120.78                     | Total Payments             | 418,127.23                                                 | 11,348.70                                        | 1,036.19 | 13,865.32                              | 18,276.67 | 403,362.64                     |
|                                |                            |                                                            |                                                  |          | Total Expenditure £                    |           |                                |

|                   |            |            |
|-------------------|------------|------------|
| Balance b/fwd     | 01/04/2023 | 389,346.86 |
| Plus Income       |            | 397,909.66 |
| TOTAL             |            | 787,256.52 |
| Minus Expenditure |            | 403,362.64 |
| Balance c/f       | 31/03/2024 | 383,893.88 |

# Explanation of Variances pro forma- WHISTON TOWN COUNCIL

|                                                           | 2022/23<br>£ | 2023/24<br>£ | Variance<br>£ | Variance<br>% | Explanation<br>Required? | Automatic responses trigger below based on figures input<br>DO NOT OVERWRITE THESE BOXES |
|-----------------------------------------------------------|--------------|--------------|---------------|---------------|--------------------------|------------------------------------------------------------------------------------------|
| 1 Balances Brought Forward                                | 358,485      | 389,346      |               |               |                          |                                                                                          |
| 2 Precept or Rates and Levies                             | 293,145      | 292,438      | -707          | 0.24%         | NO                       |                                                                                          |
| 3 Total Other Receipts                                    | 87,837       | 105,472      | 17,635        | 20.08%        | YES                      |                                                                                          |
| 4 Staff Costs                                             | 236,368      | 250,705      | 14,337        | 6.07%         | NO                       |                                                                                          |
| 5 Loan Interest/Capital Repayment                         | 0            | 0            | 0             | 0.00%         | NO                       |                                                                                          |
| 6 All Other Payments                                      | 113,753      | 152,698      | 38,905        | 34.20%        | YES                      |                                                                                          |
| 7 Balances Carried Forward                                | 389,346      | 383,893      |               |               |                          | VARIANCE EXPLANATION NOT REQUIRED                                                        |
| 8 Total Cash and Short Term Investments                   | 387,963      | 378,836      |               |               |                          | VARIANCE EXPLANATION NOT REQUIRED                                                        |
| 9 Total Fixed Assets plus Other Long Term Investments and | 1,796,015    | 1,875,358    | 79,343        | 4.42%         | NO                       |                                                                                          |
| 10 Total Borrowings                                       | 0            | 0            | 0             | 0.00%         | NO                       |                                                                                          |

Income Variances 23-24  
The hire of the Council facilities are on a demand basis.

|                                     | 2022/2023   | 2023/2024   | Increase           |
|-------------------------------------|-------------|-------------|--------------------|
| Interest                            |             |             |                    |
| Increase % rate                     | £ 2,139.66  | £ 7,519.23  | £ 5,379.57         |
| Whiston Town Hall                   |             |             |                    |
| Hire Income                         | £ 39,215.52 | £ 49,524.30 | £ 10,308.78        |
| George Howard Centre                |             |             |                    |
| Hire income                         | £ 32,895.21 | £ 36,759.48 | £ 3,864.27         |
|                                     |             |             | <u>£ 19,552.62</u> |
| Minus decrease in budget heads      |             |             |                    |
| Insurance Commission Claims Refunds |             |             | Minus              |
|                                     | £ 3,183.47  | £ 1,433.28  | £ 1,750.19         |
|                                     |             |             | <u>£ 1,750.19</u>  |
|                                     |             |             | <u>£ 17,802.43</u> |

# Expend variances 23-24

|                                      |             |             |
|--------------------------------------|-------------|-------------|
| Administration                       |             |             |
| Election costs - Local Elections     | £ 13,596.00 |             |
| Purchase Projector                   | £ 360.00    | £ 13,956.00 |
| <b>Open spaces</b>                   |             |             |
| Blachere Christmas lights            | £ 2,707.00  |             |
| Christmas lights                     | £ 7,129.00  | £ 9,836.00  |
| <b>Whiston Town Hall</b>             |             |             |
| Electricity Increase                 | £ 1,850.00  |             |
| Gas Increase                         | £ 2,900.00  |             |
| Part for cooker                      | £ 199.00    |             |
| Shed                                 | £ 163.00    |             |
| Skip hire                            | £ 150.00    |             |
| Purchase of plants                   | £ 100.00    |             |
| <b>George Howard Centre</b>          |             | £ 5,362.00  |
| Gas Increase                         | £ 500.00    |             |
| Electricity Increase                 | £ 450.00    | £ 950.00    |
| <b>Robert Foulkes Centre</b>         |             |             |
| Gas Increase                         | £ 810.00    |             |
| Electricity Increase                 | £ 480.00    |             |
| Storage Unit                         | £ 206.00    |             |
| Defib Pads                           | £ 102.00    |             |
| Glass                                | £ 90.00     | £ 1,688.00  |
| <b>Repairs</b>                       |             |             |
| Electrical repairs                   | £ 300.00    |             |
| New floor Entrance area              | £ 2,812.00  |             |
| New Floor to rear of stage           | £ 1,915.00  |             |
| Cooker mains re-wire                 | £ 890.00    |             |
| Roof Repairs                         | £ 2,200.00  |             |
| Replace windows to pvc               | £ 1,500.00  |             |
| Replace store door to pvc            | £ 750.00    | £ 10,367.00 |
|                                      |             | £ 42,159.00 |
| minus decrease in previous year MUGA |             | £ 3,272.00  |
|                                      |             | £ 38,887.00 |

**378,836.24**

|                                    |  |              |                     |                     |
|------------------------------------|--|--------------|---------------------|---------------------|
| <b>MONTHLY BANK RECONCILIATION</b> |  |              |                     |                     |
| <b>Mar-24</b>                      |  |              |                     |                     |
| Balance 01/03/2024                 |  | £ 401,711.13 |                     |                     |
| Receipts in March 2024             |  | £ 10,041.54  |                     |                     |
| Less Payments in March 2024        |  | £ 32,916.43  |                     | <b>£ 378,836.24</b> |
|                                    |  |              |                     |                     |
|                                    |  |              |                     |                     |
| <b>BALANCES</b>                    |  |              |                     |                     |
| Fixed Term Deposit A/c 85172626    |  |              | <b>£ 50,488.22</b>  |                     |
| Business Res A/C-89979389          |  |              | <b>£ 320,881.68</b> |                     |
| Current A/C-97589667               |  |              | <b>£ 7,466.34</b>   |                     |
| Unpresented cheques                |  |              |                     |                     |
|                                    |  |              |                     |                     |
| Less unpresented cheques           |  | £ -          |                     |                     |
| Current a/c balance                |  |              | <b>£ -</b>          |                     |
| <b>Total Credit Balance</b>        |  |              | <b>£ 378,836.24</b> |                     |
| Balance c/fwd                      |  |              |                     | <b>£ 378,836.24</b> |



F

← [Statements & transactions](#)

# Transactions

Select an account

[Balance information](#)



**WHISTON T 2 BR**

Business Reserve Account

89979389 | 60-17-05

**£320,881.68**

Available: £320.881.68



Verification of Balance

[Search](#)

**Showing:** All transactions, from 05 Mar 2024 to 05 Apr 2024

## Your transactions

Sort: [Newest first](#) ↓

↓ [Download](#)



28MAR GRS 89979389

28 Mar 2024

**+£369.31**

£320,881.68



To A/C 97589667

25 Mar 2024

**-£5,000.00**

£320,512.37



To A/C 97589667

14 Mar 2024

**-£8,000.00**

£325,512.37



To A/C 97589667

12 Mar 2024

**-£5,000.00**

£333,512.37



To A/C 97589667

05 Mar 2024

**-£5,000.00**

£338,512.37



Chat to Cola



[← Statements & transactions](#)

## Your statements

Select an account

[Balance information](#) **WHISTON TOWN COUNCIL****£50,488.22**

Liquidity Manager 35 Day

Available: £50,488.22

85172626 | 60-17-05

*Verification of Balance*

Statements

Certificates of  
interestPre-advice of  
interest & charges

Select a time period (up to 7 years) to view statements for

2024 

There are no documents to show for this time period.

### Further options

[View transactions](#)[Update your paperless settings](#)

[← Statements & transactions](#)

# Transactions

Select an account

[Balance information](#) 



**WHISTON TOWN COUNC**

 **£21,444.12**

Business Current

97589667 | 60-17-05

Account balance: £21,444.12



 [Search](#)

**Showing:** All transactions, from 05 Mar 2024 to 05 Apr 2024

**Pending transactions (0)** 

**View** 

## Your transactions

Sort: **Newest first** 

 [Download](#)



**VICTORIA DOG CLUB**

04 Apr 2024

**+£90.00**



**Hall rent**

04 Apr 2024

**+£72.00**



BRITISH GAS

02 Apr 2024

-£60.04

£32,254.03



ASH WASTE SERVICES

02 Apr 2024

-£319.44

£32,314.07



WHISTON INSTALL

02 Apr 2024

**+£25,114.08**

£32,633.51



SUMUP PAYMENTS ACC

02 Apr 2024

**+£53.09**

£7,519.43



AMAZON PAYMENTS UK

28 Mar 2024

-£46.45

Bank verification £7,466.34

-£2,298.00

£7,512.79

-£164.16

£9,810.79

-£586.02

£9,974.95

-£149.75

£10,560.97

-£351.44

£10,710.72

-£96.96

£11,062.16

-£92.20

£11,159.12

-£115.20

£11,251.32

-£69.12

£11,366.52



Chat to Cora

£11,435.64

## **WHISTON TOWN COUNCIL**

### **SUPPORTING NOTES TO ACCOUNTING STATEMENTS 2023-2024**

In accordance with the Accounts and Audit Regulations for Local Council, Whiston Town Council is required to prepare its records in accordance with the Regulations.

The statements have therefore been prepared in accordance with the Statement of Standard Accounting Practice 2 (SSAP2)

**Mrs S.P Mayers**  
**Town Clerk**

**2023-2024**  
**Town Mayor Councillor R. Gaffney**

WHISTON TOWN COUNCIL

SUPPORTING NOTES TO THE ACCOUNTING STATEMENTS 2023-2024

ASSETS HELD BY THE WHISTON TOWN COUNCIL

£ 1,875,358.00

AN ASSET REGISTER IS ATTACHED FOR ALL ASSETS HELD OVER THE VALUE  
OF £300

THIS REGISTER SHOWS ITEMS DISPOSED OF DURING THE YEAR

**WHISTON TOWN COUNCIL****SUPPORTING NOTES TO THE ACCOUNTING STATEMENTS 2023-2024****LEASES**

The Town Council had the following leases in operation at the close of business on 31st March 2024.

| <b>Lessor</b> | <b>Purpose</b>                  | <b>Annual Lease Rent</b> | <b>Acreage</b> | <b>Year of expiry</b> | <b>Location</b>                                                |
|---------------|---------------------------------|--------------------------|----------------|-----------------------|----------------------------------------------------------------|
| KMBC          | Open space                      | 0.57                     | 1.2            | 15.10.2066            | Nelson Place/Fisher Place                                      |
| KMBC          | Community space                 | 1.25                     | 4.64           | 01.04.2063            | North-Westerley side Dragon Lane                               |
| KMBC          | Open space                      | 0.50                     | 1.18           | 01.04.2059            | Willis Lane/Paradise Lane                                      |
| KMBC          | Community space                 | 5.00                     | 1.36           | 01.06.2076            | George Howard Community Centre                                 |
| KMBC          | Open space                      | 0.25                     | 0.93           | 01.04.2057            | Easterly side of Gilbert Road and Westerly side of Edward Road |
| KMBC          | Open space                      | 0.50                     | 1.5            | 01.04.2060            | Willow Avenue                                                  |
| KMBC          | Open space/childrens playground | 0.25                     | 0.83           | 01.04.2057            | Foxshaw Close Playing Fields                                   |
| KMBC          | Day centre/Community Centre     | 5.00                     | 0.10           | 01.01.2084            | Robert Foulkes Centre, Brook Street                            |
| KMBC          | Garage                          | 1.00                     | 0.10           | 01.01.2084            | Brook Sreet                                                    |

**WHISTON TOWN COUNCIL****SUPPORTING NOTES TO THE ACCOUNTING STATEMENTS 2023-2024****Tenancies**

During the 2023-2024 financial year the Council held the following tenancy agreements:

## Town Council as Landlord

| <b>Tenant</b> | <b>Property / Area of Land</b> | <b>Rental Per Year</b> | <b>Repairing/<br/>Non Repairing</b> |
|---------------|--------------------------------|------------------------|-------------------------------------|
|---------------|--------------------------------|------------------------|-------------------------------------|

None

## Town Council as Tenant

| <b>Landlord</b> | <b>Property / Area of Land</b> | <b>Rental Per Year</b> | <b>Repairing /<br/>Non Repairing</b> |
|-----------------|--------------------------------|------------------------|--------------------------------------|
|-----------------|--------------------------------|------------------------|--------------------------------------|

None

## WHISTON TOWN COUNCIL

## SUPPORTING NOTES TO THE ACCOUNTING STATEMENTS 2023-2024

## Section 137 Expenditure

Section 137 of the Local Government Act 1972 enables the Town Council to spend up to £9.93p per head of population on the electoral role (equivalent to 11,800.x £9.93=£117,174.00 during 2023-2024) in any one financial year on activities or projects not specifically authorised by other powers.

| DATE       | PAYEE                           | DETAILS                   | £                 |
|------------|---------------------------------|---------------------------|-------------------|
| 28/04/2023 | Sensory Hive                    | Donation- equipment       | £ 500.00          |
| 28/04/202  | Willowbrook Hospice             | Donation- New Garden area | £ 500.00          |
| 24/07/2023 | Whiston Over 55 Club            | Donation - Day Trip       | £ 500.00          |
| 16/10/2023 | Prescot Mission Christmas       | Donation - Food Hampers   | £ 500.00          |
| 19/03/2024 | Whiston Recycling Project       | Donation- Clothing stock  | £ 500.00          |
| 28/03/2024 | Friends of Halsnead Initiatives | Donation- Food /clothing  | £ 500.00          |
| 28/03/2024 | Whiston Village Guild           | Donation - Cost of Travel | £ 500.00          |
|            |                                 |                           | <b>£ 3,500.00</b> |



**WHISTON TOWN COUNCIL****SUPPORTING NOTES TO THE ACCOUNTING STATEMENTS 2023-2024****EARMARKED RESERVES**

The Town Council had the following earmarked reserves at 31st March 2024

|                            |                   |
|----------------------------|-------------------|
| Community Development Fund | £ 7,750.00        |
| Repairs and Maintenance    | £ -               |
|                            | <b>£ 7,750.00</b> |

**WHISTON TOWN COUNCIL****SUPPORTING NOTES TO THE ACCOUNTING STATEMENTS 2023-2024****PENSIONS**

In 2023-2024 the Town Council paid an employers contribution of 23.4% employees pensionable pay to the Merseyside Pension Fund

*Approved by Mercer Ltd (Actuaries to Merseyside Pension Fund).*

**WHISTON TOWN COUNCIL****SUPPORTING NOTES TO THE ACCOUNTING STATEMENTS 2023-2024****Agency Work**

During the 2023-2024 financial year the Town Council undertook the following agency work on behalf of other authorities

| Commission Authority | Nature of Work | £ |
|----------------------|----------------|---|
| NONE                 |                |   |

Claims for reimbursement have not been made.

**WHISTON TOWN COUNCIL****SUPPORTING NOTES TO THE ACCOUNTING STATEMENTS 2023-2024****Advertising and Publicity**

Section 5 of the Local Government Act 1986 requires the Town Council to identify the following costs for advertising and publicity were incurred during the year 2023-2024

|                         |      |
|-------------------------|------|
| Recruitment Advertising | None |
|-------------------------|------|

## WHISTON TOWN COUNCIL

## SUPPORTING NOTES TO THE ACCOUNTING STATEMENTS 2023-2024

## WHISTON OVER 55'S FUND

## Opening Balance Business Res Account 85371238

|                  |       |        |          |
|------------------|-------|--------|----------|
|                  | b/fwd | £      | 4,608.91 |
| TOTAL INCOME     | £     | 63.94  |          |
| LESS EXPENDITURE | £     | 200.00 |          |

Closing Balance as at 31st March 2024 £ 4,472.85

## Opening Balance 89909895

b/fwd £ 1,545.00

|             |   |       |
|-------------|---|-------|
| INCOME      |   |       |
| EXPENDITURE | £ | 60.00 |

Closing Balance as at 31st March 2024 £ 1,485.00

**WHISTON TOWN COUNCIL****SUPPORTING NOTES TO THE ACCOUNTING STATEMENTS 2023-2024****ASHTONS CHARITY 2023-2024**

|                                    |            |          |          |                  |
|------------------------------------|------------|----------|----------|------------------|
| <b>CURRENT ACCOUNT</b>             |            | 97540927 |          |                  |
| Opening Balance                    | 01/04/2023 | £        |          | <b>14,252.87</b> |
| Income/ interest                   |            | £        | 1,728.37 |                  |
| Expenditure/ donations / room hire |            | £        | 2,509.00 |                  |
| Closing Balance                    | 31/03/2023 | £        |          | <b>13,472.24</b> |

|                        |            |          |        |                  |
|------------------------|------------|----------|--------|------------------|
| <b>BUS RES ACCOUNT</b> |            | 85367486 |        |                  |
| Opening Balance        | 01/04/2022 | £        |        | <b>16,686.90</b> |
| Income/interest        |            | £        | 185.99 |                  |
| Expenditure            |            | £        |        |                  |
| Closing Balance        | 31/03/2023 | £        |        | <b>16,872.89</b> |

**SHARES VALUE**

31/06/23-3,172.49-13.52 per unit-42,892.06

# WHISTON TOWN COUNCIL

## SUPPORTING NOTES TO THE ACCOUNTING STATEMENTS 2023-2024

### WHISTON TOWN MAYORS CHARITY FUND 2023-2024

The Town Mayor operates a Charity Fund which during the year received revenue from fund raising events.

This fund is then utilised to donate money to organisations who work for the benefit of the Whiston Community.

This fund does not represent assets of the Town Council and is not included in consolidated Balance Sheet.

#### Councillor M Burke Thompson - Town Mayor 2022-2023 Fundraising

|            |          |            |                   |                               |
|------------|----------|------------|-------------------|-------------------------------|
| 01/04/2022 | Balance  | £          | 107.58            |                               |
| 25/10/2022 | income   | £          | 620.00            |                               |
| 22/12/2022 | income   | £          | 935.00            |                               |
|            |          |            |                   |                               |
|            |          | c/f 1/4/24 | <b>£ 1,662.58</b> |                               |
| 27/04/2023 | Donation | £          | 275.00            | Whiston Willis Primary School |
|            | Donation | £          | 275.00            | Halsnead Primary School       |
|            | Donation | £          | 275.00            | St Leos & Southmead School    |
|            | Donation | £          | 300.00            | Dog Trust- Merseyside         |
|            | Donation | £          | 130.00            | Whiston Luncheon Club         |
|            | Donation | £          | 100.00            | Whiston Over 55 bingo         |
|            | Donation | £          | 100.00            | Breast Mates                  |
|            | Donation | £          | 100.00            | 1st Whiston Scouts            |
|            |          |            | <b>£ 1,555.00</b> |                               |

#### Councillor R. Gaffney - Town Mayor 2023-2024

c/f 31/3/24    **£   107.58**

# WHISTON TOWN COUNCIL ASSET REGISTER

2023/2024

Enter any items purchased during the year over the value of £300 net

S MAYERS  
TOWN CLERK

(Insurance value where possible / purchase price in all other)



**WHISTON TOWN COUNCIL****2023/24****ASSET REGISTER**

| <b>ASSET TYPE</b>           | <b>ASSET REF: CODE</b> | <b>VALUE</b>          |
|-----------------------------|------------------------|-----------------------|
| <b>BUILDINGS</b>            | <b>A1</b>              | <b>£ 1,766,497.00</b> |
| <b>EQUIPMENT - Cleaning</b> | <b>A2</b>              | <b>£ 1,550.00</b>     |
| <b>EQUIPMENT - General</b>  | <b>A3</b>              | <b>£ 25,440.00</b>    |
| <b>EQUIPMENT- Community</b> | <b>A4</b>              | <b>£ 950.00</b>       |
| <b>FURNITURE (Outdoor)</b>  | <b>A5</b>              | <b>£ 44,878.00</b>    |
| <b>I.T. EQUIPMENT</b>       | <b>A6</b>              | <b>£ 6,944.00</b>     |
| <b>SECURITY</b>             | <b>A7</b>              | <b>£ 24,494.00</b>    |
| <b>CHAINS OF OFFICE</b>     | <b>A8</b>              | <b>£ 4,605.00</b>     |
| <b>TOTAL</b>                |                        | <b>£ 1,875,358.00</b> |

**£ 1,875,358.00**

ASSET REGISTER: by Date and Value

2023/2024

Asset Value From £300 to Unlimited

ASSET TYPE BUILDINGS

| Asset Code | Model No:                                 | Name     | Site                       | Purchase Date | Value          |
|------------|-------------------------------------------|----------|----------------------------|---------------|----------------|
| A1         | Whiston Town Hall                         | S Mayers | Whiston Town Hall          | 1971          | 713,000        |
| A1         | George Howard Centre                      | S Mayers | George Howard Centre       | 1979          | 713,000        |
| A1         | Robert Foulkes Centre<br>including garage | S Mayers | Robert Foulkes Centre      | 1983          | 171,612        |
| A1         | Pavilion<br>Lease surrendered July 2021   | S Mayers | Windy Arbor Road           | 1979          |                |
| A1         | Multi Use Games Area                      | S Mayers | Adjacent-Whiston Town Hall | 2006          | 168,885        |
|            |                                           |          |                            | Sub Total     | £ 1,766,497.00 |

## ASSET REGISTER: by Date and Value 2023/2024

## ASSET TYPE WHISTON TOWN HALL

| Asset No: | Model No:                                             | Name     | Site            | Purchase Date | Value       |
|-----------|-------------------------------------------------------|----------|-----------------|---------------|-------------|
| A3        | 72 material chairs                                    | R Miller | Main Hall       | 2009          | £ 1,000.00  |
| A3        | 28 material chairs                                    | R Miller | Main Hall       | 2011          | £ 469.00    |
| A3        | 14 x large tables                                     | R Miller | Main Hall       | 2000          | £ 2,800.00  |
| A3        | 8 x small tables                                      | R Miller | Main Hall       | 2000          | £ 600.00    |
| A3        | 16 x folding round tables                             | R Miller | Main Hall       | 2014/15       | £ 1,000.00  |
| A3        | Floor Buffer                                          | R Miller | Main Hall       | 2017          | £ 615.00    |
| A3        | Autofill wall mounted water boiler                    | R Miller | Kitchen         | 2018          | £ 309.00    |
| A3        | 3 large meeting tables                                | R Miller | Council Chamber | 1997          | £ 1,500.00  |
| A3        | 20 Cushion Chairs                                     | R Miller | Council Chamber | 1997          | £ 1,000.00  |
| A3        | 3 high back mesh chairs                               | S Mayers | General Office  | 2021          | £ 360.00    |
| A3        | Defibrillator                                         | S Mayers | Town Hall       | 2013          | £ 750.00    |
| A3        | Industrial Cooker                                     | S Mayers | Town Hall       | 2017          | £ 1,190.00  |
| A4        | Indoor Bowls Mat                                      | R Miller | Store Room      | 2005          | £ 650.00    |
| A4        | 2 Cordless microphones                                | R Miller | General Office  | 2005          | £ 300.00    |
| A5        | External Perimetre Fencing                            | R Miller | Town Hall       | 2000/2012     | £ 15,796.00 |
| A5        | Solar PV Panels to main roof                          | R Miller | Town Hall       | 2011          | £ 10,222.00 |
| A5        | 16 Solar Panels to main roof                          | R Miller | Town Hall       | 2014/15       | £ 5,860.00  |
| A6        | Computers and ancillary equipment                     | S Mayers | General Office  | 2014          | £ 4,215.00  |
| A6        | Computer and ancillary equipment                      | S Mayers | General Office  | 2014          | £ 672.00    |
| A6        | Projector -scrapped                                   | S Mayers | General Office  | 2007          | £ 1,000.00  |
| A6        | Laptop                                                | S Mayers | General Office  | 2014          | £ 510.00    |
| A6        | Computers/laptop/ancillary equipment                  | S Mayers | General Office  | 2021          | £ 4,440.00  |
| A6        | Hard wire for ancillary equipment                     | S Mayers | General Office  | 2021          | £ 1,005.00  |
| A6        | Samsung tablet                                        | S Mayers | General Office  | 2024          | £ 312.00    |
| A6        | Meeting Owl pro360degree (incl camera)                | S Mayers | General Office  | 2021          | £ 827.00    |
| A6        | Projector                                             | S Mayers | General Office  | 2023          | £ 360.00    |
| A7        | Internal/External CCTV/Door Entry<br>Scrapped 2020/21 | R Miller | Town Hall       | 2000/2012     |             |
| A7        | Internal/External CCTV/Door Entry                     | R Miller | Town Hall       | 2019          | £ 10,747.00 |
| A7        | Security Lights                                       | R Miller | Town Hall       | 2016          | £ 995.00    |
| A6        | Computers and ancillary equipment                     | S Mayers | General Office  | 2004          | £ 4,215.00  |
| A6        | Computer and ancillary equipment                      | S Mayers | General Office  | 2014          | £ 672.00    |
| A6        | Laptop, Projector and Screen                          | S Mayers | General Office  | 2007          | £ 1,000.00  |
| A6        | Laptop                                                | S Mayers | General Office  | 2014          | £ 510.00    |
| Total     |                                                       |          |                 |               | £ 63,107.00 |

## ASSET REGISTER: by Date and Value

2023/2024

## ASSET TYPE GEORGE HOWARD CENTRE

| Asset No: | Model No:                  | Name     | Site                 | Purchase Date | Value       |
|-----------|----------------------------|----------|----------------------|---------------|-------------|
| A2        | Floor Buffing Machine      | R Miller | George Howard Centre | 2007          | £ 1,200.00  |
| A3        | Industrial Cooker          | R Miller | Kitchen              | 1998          | SCRAPPED    |
| A3        | Industrial Cooker          | S Mayers | George Howard Centre | 2017          | £ 1,170.00  |
| A3        | Hoover Fridge / Freezer    | R Miller | Kitchen              | 2003          | £ 400.00    |
| A3        | 103 x Chairs               | R Miller | George Howard Centre | 1995          | £ 2,060.00  |
| A3        | 19 Tables                  | R Miller | George Howard Centre | 1998          | £ 3,800.00  |
| A3        | 1 large meeting table      | R Miller | Computer Room        | 2000          | £ 1,000.00  |
| A3        | Defibrilator               | S Mayers | George Howard Centre | 2013          | £ 750.00    |
| A5        | External Perimetre Fencing | R Miller | George Howard Centre | 2000          | £ 13,000.00 |
| A7        | Internal/External CCTV     | R Miller | George Howard Centre | 2000          | £ 10,747.00 |
| A7        | Security Lights            | R Miller | George Howard Centre | 2015          | £ 720.00    |
| A7        | Door Entry System          | R Miller | George Howard Centre | 2016          | £ 470.00    |
| A7        | New External Shutter       | R Miller | George Howard Centre | 2018          | £ 380.00    |
|           |                            |          |                      | Total         | £ 35,697.00 |

## ASSET TYPE ROBERT FOULKES CENTRE

| Asset No: | Model No:               | Name     | Site                  | Purchase Date | Value      |
|-----------|-------------------------|----------|-----------------------|---------------|------------|
| A2        | Hoover Washing Machine  | R Miller | Kitchen               | 1985          | £ 350.00   |
| A3        | 3 x Tables              | R Miller | Robert Foulkes Centre | 2002          | £ 600.00   |
| A3        | Industrial Cooker       | S Mayers | George Howard Centre  | 2017          | £ 1,190.00 |
| A3        | Defibrillator           | S Mayers | Robert Foulkes Centre | 2013          | £ 750.00   |
| A3        | 45 x banquetting chairs | S Mayers | Robert Foulkes Centre | 2016          | £ 833.00   |
| A3        | Tables                  | R Miller | Robert Foulkes Centre | 2016          | £ 596.00   |
| A3        | Water Heater            | R Miller | Kitchen               | 2018          | £ 390.00   |
| A3        | Larder Freezer          | S Mayers | RFC Kitchen           | 2021          | £ 308.00   |
| A7        | Security Lights         | R Miller | Robert Foulkes Centre | 2016          | £ 435.00   |
|           |                         |          |                       | Total         | £ 5,452.00 |

## WHISTON TOWN COUNCIL

2023/2024

## ASSET REGISTER

Asset Value From £300 to Unlimited

| ASSET TYPE | ADMINISTRATION            |          |                     |                  |            |
|------------|---------------------------|----------|---------------------|------------------|------------|
| Asset Code | Model No:                 | Name     | Site / Location     | Purchase Date    | Value      |
| A8         | Chairmans Chain of Office | S Mayers | Admin / strong room | 1975             | £ 3,070.00 |
| A8         | Mayoress Chains of Office | S Mayers | Admin/ strong room  | Refurbished 2016 | £ 1,535.00 |
|            |                           |          |                     |                  | £ 4,605.00 |



Certificate of Employers' Liability Insurance(a)

(WHERE REQUIRED BY REGULATION 5 OF THE EMPLOYERS' LIABILITY (COMPULSORY INSURANCE) REGULATIONS 2008 (THE REGULATIONS), A COPY OF THIS CERTIFICATE MUST BE DISPLAYED AT ALL PLACES WHERE YOU EMPLOY PERSONS COVERED BY THE POLICY OR AN ELECTRONIC COPY OF THE CERTIFICATE MUST BE RETAINED AND BE REASONABLY ACCESSIBLE TO EACH EMPLOYEE TO WHOM IT RELATES).

Policy No. YLL-2720433693

1. Name of policyholder WHISTON TOWN COUNCIL

2. Date of commencement of insurance policy 01/04/2023

3. Date of expiry of insurance policy 31/03/2024

WE HEREBY CERTIFY THAT SUBJECT TO PARAGRAPH 2:

1. THE POLICY TO WHICH THIS CERTIFICATE RELATES SATISFIES THE REQUIREMENTS OF THE RELEVANT LAW APPLICABLE IN GREAT BRITAIN, NORTHERN IRELAND, THE ISLE OF MAN, THE ISLAND OF JERSEY, THE ISLAND OF GUERNSEY AND THE ISLAND OF ALDERNEY (b)

2. (a) THE MINIMUM AMOUNT OF COVER PROVIDED BY THIS POLICY IS NO LESS THAN £5 MILLION (c)

SIGNED ON BEHALF OF ZURICH INSURANCE COMPANY LTD (AUTHORISED INSURER).

SIGNATURE

TIM BAILEY

CHIEF EXECUTIVE OFFICER OF ZURICH INSURANCE COMPANY LTD, UK BRANCH

NOTES

(a) WHERE THE EMPLOYER IS A COMPANY TO WHICH REGULATION 3(2) OF THE REGULATIONS APPLIES, THE CERTIFICATE SHALL STATE IN A PROMINENT PLACE, EITHER THAT THE POLICY COVERS THE HOLDING COMPANY AND ALL ITS SUBSIDIARIES, OR THAT THE POLICY COVERS THE HOLDING COMPANY AND ALL ITS SUBSIDIARIES EXCEPT ANY SPECIFICALLY EXCLUDED BY NAME, OR THAT THE POLICY COVERS THE HOLDING COMPANY AND ONLY THE NAMED SUBSIDIARIES.

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