

Mr Paul Moore JP MSc
Clerk to the Council
Easington Village Parish Council
Seaton Holme
Hall Walks
Easington Village
County Durham
SR8 3BS
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VAT Registration Number 605 3222 83

08 May 2024

Easington Village Parish Councillors,

You are summoned to attend the Easington Village Parish Council meeting to be held on **Monday 13TH May 2024 at Seaton Holme** commencing at 1830 Hrs.

A handwritten signature in black ink, appearing to be 'P. Moore', is written over a horizontal line.

AGENDA

Exclusion of Press and Public

The Council is requested to **RESOLVE** that in accordance with Section 2 of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the item of business (Agenda item 16) by reason of the confidential nature of the business to be transacted.

- 1 **Apologies for Absence** - to consider for approval.
- 2 **Declarations of Interest** - to note any declarations in accordance with the Localism Act 2011 and the Council's Code of Conduct.
- 3 **Public Participation** – to receive any representations or questions from members of the public in accordance with Standing Order 3 (e-g).
(Members of the public are invited to address the Parish Council on matters relating to the Agenda for up to 3 minutes per person during the public participation period which is not to exceed 15 minutes in total)
- 4 **Minutes of the Ordinary Council Meeting held on 08 April 2024** – to consider for approval.
5. **Minutes of the Events Management Sub Committee Meeting held on 25 April 2024** – to consider for approval.
6. **Councillor Vacancy(s)** – to receive an application for co-option as a Councillor from Mr Neale Fenwick, a resident of Easington.
8. **Police Report** – to receive the report of April 2024.
9. **Report from Durham County Councillors** – to receive any report.
10. **Member Reports - Attendance at Meetings and Events on behalf of the Parish Council** – to receive any reports.

11. **Financial**

- (a) **Accounts for the year ended 31 March 2024** – to consider for approval.
- (b) **Annual Governance Statement 2023-24** – to consider for approval.
- (c) **2023-24 Internal Audit Annual Report** – to consider for approval.
- (d) **RFO Report of the Effectiveness of Internal Control** – to consider for approval.
- (e) **Monthly Report - April 2024** - to consider for approval.
 - i. Bank Balances at 30/04/2024
 - ii. Income and Expenditure report to 30/04/2024
 - iii. Bank Transfers to 30/04/2024
 - iv. Invoices for Endorsement of Payment
 - v. Income Received to 30/04/2024
 - vi. Bank Reconciliation 30/04/2024
- (f) **EVPC Insurance Reinstatement Costs Assessment Survey 2024** – to consider for approval.

12. **Planning Applications**

- a. **Planning Applications** – Planning Weekly Lists May 2024 – to consider for approval.
- b. **Planning Refusals** – None to report.
- c. **Planning Applications Withdrawn** – None to report
- d. **Planning Appeals / Objections** – None to report
- e. **Other Planning Matters** –

A19/A182 Junction Improvement Works (Advanced Notice)
Easington / Stockton Rd / Southside proposed 'No waiting at any time' restrictions.

- 13. **Report of Clerk** – to receive a verbal update on items of interest to Council not covered elsewhere.
- 14. **Date, Time, and Venue of the Next Meeting – Monday 10 June 2024 at 1800 Hrs**
- 15. **Exclusion of Press and Public-** in accordance with Section 2 of the Public Bodies (Admission to Meetings) Act 1960.
- 16. None notified

To: **All Members - Easington Village Parish Council**

Cc:
Public Notice Board
EVPC Website
Durham County Councillor – Cllr Angela Surtees

**MEETING OF EASINGTON VILLAGE PARISH COUNCIL
HELD AT 1800 Hrs ON MONDAY 08th APRIL 2024**

Present: Cllr W Day (Chair)
Cllr A Lumsden
Cllr J Lee
Cllr R Parker

Staff: Mr P Moore (Clerk to Council)
Mrs H Hall (Deputy Clerk)

In Attendance: Three members of the public

EVPC 23/24/186 **Apologies for Absence**

Cllr S Gibbins
Cllr A Childs
Cllr A Dent

RESOLVED: that the information given be NOTED and accepted.

EVPC 23/24/187 **Declarations of Interest on Items on the Agenda**

None

EVPC 23/24/188 **Public Participation**

Three members of the public stated that they were attending as they had a particular interest in the problem of speeding in and around the village, in particular the area on Thorpe Road. The residents spoke on this with much emphasis on their fears of a serious accident involving a child or an elderly person, and they would like to see some permanent speed reduction measures in place.

EVPC 23/24/189 **Minutes of the Ordinary Council Meeting held on 11 March 2024 – to consider for approval.**

RESOLVED: That the minutes be confirmed as an approved and correct record, and as such were signed by the Chair of that meeting.

EVPC 23/24/190 **Minutes of the Ordinary Cemetery and Grounds Sub Committee Meeting held on 13 March 2024 – to consider for approval.**

RESOLVED: That the minutes be confirmed as an approved and correct record, and as such were signed by the Chair of that meeting.

EVPC 23/24/191 **Minutes of the Events Management Sub Committee Meeting held on 21 March 2024 – to consider for approval.**

RESOLVED: That the minutes be confirmed as an approved and correct record, and as such were signed by the Chair of that meeting.

EVPC 23/24/192

Councillor Vacancy - an application to be considered for co-option to Council had been received, however the applicant was unable to attend due to a bereavement and asked that this be held over until the following month when he will be able to attend in person.

RESOLVED: To receive the application for co-option at the next ordinary Meeting.

EVPC/23/24/193

Police Report

Crime statistics and Anti-social behaviour incidents from 11th March to 7th April 2024;
Burglary – 0

Theft and Handling

- 28/03/24 – Local farm – Theft of equipment from farm.

Criminal Damage – 0

Anti-social behaviour

- 17/03/24 – Low Row – 2 off road bikes.
- 30/03/24 – Osbourne Terrace - Youths throwing stones.

Vehicle Crime

- 20/03/24 – Parsley Close / Fennel Grove – There has been a spate of vehicle crime in the Parsley Close/ Fennel Grove estate. Enquiries conducted and no suspects have been identified at this time.

The next PACT will be held on Wednesday 22nd May 2024 at 6pm at The Parish Rooms, Crawlaw Road, SR83LP.

RESOLVED: That the information received in the Police Report be noted..

EVPC/23/24/193

Road Traffic / Speeding on Thorpe Road / Sunderland Road

Cllr Parker spoke on behalf of a number of residents about the problem of speeding in and around the village including Thorpe Rd / Sunderland Road / Seaside Lane and Stockton Road. An email had also been received from a resident of Sunderland Road who was also concerned over the excessive speed of traffic and the risk this posed to children, the elderly and domestic pets.

Council agreed wholeheartedly that the problem seemed to be getting worse even though there had been an increase in the use of speed monitoring vans around the area, and noted that the deterrent effect of these is only short term.

RESOLVED: That the Clerk write to Police and Highways requesting a review of traffic monitoring, and a review of the installation of suitable permanent traffic calming measures.

EVPC/23/24/194

Report from Durham County Councillors

To follow

RESOLVED: that the information received be NOTED.

EVPC/23/24/195

Member Reports – Attendance at Meetings and Events on Behalf of The Parish Council

None to report.

EVPC/23/24/196

Financial Matters

A. Monthly Report – March 2024 (Attached)

- a. Bank Balances at 31/03/24
RESOLVED that the Bank Balances be APPROVED
- b. Income and Expenditure report to 31/03/24
RESOLVED that the report be APPROVED
- c. Bank Transfers to 31/03/24
RESOLVED that the Transfers be APPROVED
- d. Invoices for endorsement of Payment
RESOLVED that the Invoices for payment be APPROVED
- e. Income Received
RESOLVED that the report be APPROVED
- f. Bank reconciliation at 31/03/24
RESOLVED that the report be APPROVED

B. A matter of staff wages. (dealt with under XXXX)

EVPC/23/24/197

Planning Applications

- a. **Planning Applications** – None to report
- b. **Planning Refusals** – None to report
- c. **Planning Applications Withdrawn** – None to report
- d. **Planning Appeals / Objections** – None to report
- e. **Other Planning Matters** – A19/A182 junction improvement Works (Advanced Notice)

RESOLVED: that the information as given be NOTED.

EVPC/23/24/198

DCC Park That Bike Project

RESOLVED: that the information as given be NOTED.

EVPC/23/24/199

Resident Proposal – Village Litter Picking Day

RESOLVED: That the Council will support a village litter picking day to be held on in the morning of the next 'Meet The Councillor' day which is

planned for Saturday 18 May 2024. The Clerk is to arrange for suitable litter picking equipment, high viz vests and bags.

EVPC/23/24/200 **Report From Clerk**

1. Council meetings in the future will be held in the Milburn Room.
2. ID cards had now been issued for all Councillors and Staff. These are to be worn when on official Council business.
3. Seaton Holme car parking passes will be issued in the near future in an effort to alleviate the occasional parking problems.
4. Charity Spare10forBen have been successful in obtaining national lottery funding and would be moving into the building shortly.
5. An important legal matter is progressing.
6. Council accounts for 2023-24 have been closed and will be submitted for internal audit shortly.
7. The Insurance renewal quote had been received and will be actioned shortly.

It was **RESOLVED**: that the information as received be NOTED.

EVPC/23/24/201 **Date and Time of Next Meeting**

The next meeting of the Parish Council is scheduled for Monday 13th May 2024 in the Milburn Room, Seaton Holme. Business will be:

| | |
|---------------------------------|----------|
| Parish Annual Electors Meeting: | 1800 Hrs |
| Parish Council Annual Meeting: | 1815 Hrs |
| Council Ordinary Meeting: | 1830 Hrs |

RESOLVED: that the information given be NOTED

EVPC/23/24/202 **Exclusion of the Press and Public** – In accordance with Section 2 of the Public Bodies (Admission to Meetings) Act 1960.

A matter of staff wages was discussed.

It was **RESOLVED**: that the information as received be NOTED.

The meeting closed at 1910 Hrs

CERTIFIED TRUE RECORD

Chairman

Date

Distribution / Publication:

All Easington Village Parish Councillors
EVPC Website
DCC Councillor Surtees

**MINUTES OF THE
EVENTS MANAGEMENT SUB-COMMITTEE
HELD ON THURSDAY 25th April 2024**

Present: Councillor R Parker
Councillor S Gibbins
Councillor W Day

Councillor A Lumsden - Observer

Staff: Mr P Moore (Clerk to Council)
Mrs H Hall

EM **Apologies for Absence**
23/24/028 None

EM **Declaration of Interest on Items on the Agenda –** To note
23/24/029 any declarations in accordance with the Localism Act 2011 and the
Council's Code of Conduct.

Cllr Richard Parker declared an interest as a bar and restaurant owner.

The declaration was NOTED.

The Clerk stated that he was uncomfortable with Cllr Parkers position on this Sub-Committee and the way in which this may be mis-conceived. The Clerk acknowledged that there was no call for Cllr Parker to stand down as chair of this Sub Committee as nothing had gone wrong, however, for his own safety and that of Council as a whole, he may wish to review this status if he continues to take a direct role in providing entertainment and catering for Parish Council led events at Seaton Holme.

The statement was NOTED.

EM **The EVPC Mid-Summer Fete Saturday 27 July 2024**
23/24/030

The Clerk had produced a 'skeleton programme' for the event and was pleased to report that the Colliery Band will now be attending.

It is the intention to hold a Craft Fair in the main hall at Seaton Holme and that invitations to purchase tables would be sent out soon.

All bookings for stalls, vendors and events for the summer fete would be made by the EVPC staff in order to keep track of payments, bookings, insurances etc.

The proposed evening event – an Abba tribute band – would be a private ticketed event.

It was RESOLVED that the information be noted.

EM
23/24/031

Date and time of future meetings of the Events Management Sub Committee

Thursday 23 May 24 at 1600 Hrs
Thursday 25 July 24 at 1600 Hrs
Thursday 26 September at 1600 Hrs
Thursday 21 November at 1600 Hrs

It was RESOLVED that the information be noted.

EM
23/24/032

Date and Time of Next Meeting

The next meeting will take place on Thursday 23 May 2024 at 1600 hrs in the Milburn Room, Seaton Holme.

CERTIFIED TRUE RECORD

CHAIR

DATE

EVPC Summer Fete 2024 - Outline Programme

| 1000 -1200 Hrs | 1200 - 1700 hrs | 1700 - 1800 hrs |
|---------------------------|---|--|
| Vendors arrive / check in | 1200 Hrs Chairman Opens event Bar / café / Food vendors open Childrens entertainment Recruit competitors for events / races | 1700 hrs Bar / café / food vendors close |
| Set Up | 1300- 1340Hrs Singer / entertainer | 1700 - 1800 hrs Clean up / tidy up / litter pick around Seaton Holme Prepare for evening event |
| | 1400 hrs 1st race (3-6 years) Egg & Spoon race | |
| | 1420 - 1450 hrs Easington Colliery Brass Band | |
| | 1500 hrs 2nd race (7-12 years) Sack race | |
| | 1520 - 1545 hrs Singer / entertainer | |
| | 1600 hrs 3rd race (13 - 100 year olds) TBC | |
| | 1620 - 1645 hrs Easington Colliery Brass Band | |
| | 1645 hrs Hanging basket competition award 2024 | |
| | 1655 hrs Chairman closes event | |
| | 1700 hrs Event Closed | |

Re: Co opt

Paul Moore <clerk@easingtonvillageparishcouncil.gov.uk>

Wed 08/05/2024 11:51

To:neale fenwick <fenwin@live.co.uk>

Many thanks Neale.

This will go before Council on Monday 13 May. It is best if you are in attendance as the Councillors will be keen to meet you and hear why you would like to be a Councillor in this Parish.

Monday 13 May is rather a busy day in the Council calendar and I suggest you may wish to attend all of the meetings as these will 'set the scene' for the Council year ahead. The meetings on Monday are;

1800 hrs Annual Electors meeting

1815 hrs Annual meeting of Council

1830 hrs Ordinary meeting of Council for May 2024.

This is the one where you will be asked to speak and if successful be voted onto Council. This is early in the meeting and you will be able to take a full part in all Council business thereafter. If there are any questions please do not hesitate to get back to me.

Regards

Paul

Paul Moore JP MSc

Clerk to the Council

Easington Village Parish Council

Seaton Holme

Hall Walks

Easington Village

PETERLEE

Co Durham

SR8 3BS

Tel: 0191 5279360

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Website: <https://easingtonvillageparishcouncil.gov.uk>

Customer Notice

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To find out more about how we collect, use, share and retain your personal data, visit:

<https://easingtonvillageparishcouncil.gov.uk/privacy-policy>

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From: neale fenwick <fenwin@live.co.uk>

Sent: 08 May 2024 11:40

To: Paul Moore <clerk@easingtonvillageparishcouncil.gov.uk>

Subject: Co opt

Morning Paul,

Just a short note as per request to inform you that I am interested in the Co Opt within the parish council, and would like to be considered for such.

Thanks in advance

Mr Neale Fenwick Sent from [Outlook for Android](#)

EASINGTON VILLAGE PARISH COUNCIL



ACCOUNTS FOR YEAR ENDED
31ST MARCH 2024

Mr P Moore
Responsible Financial Officer & Clerk
Seaton Holme
Hall Walks
Easington Village
Peterlee
Co Durham
SR8 3BS

Tel: 0191 5279360

E-mail: clerk@easingtonvillageparishcouncil.gov.uk

ANNUAL RETURN

FOR THE YEAR ENDED 31 MARCH 2024

Easington Village Parish Council

SECTION 2 - THE STATEMENT OF ACCOUNTS

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer

Date

I confirm that these accounts are approved by the Council and recorded as council minute reference

Dated

Signed on behalf of the above Council (Chair)

Date

| | | <u>Last Year £</u> | <u>This Year £</u> | <u>General Notes for Guidance</u> |
|-----------|--|--------------------|--------------------|---|
| 1 | Balances brought forward | 90,990 | 83,009 | Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of the previous year. |
| 2 | (+) Precept or Rates and Levies | 150,569 | 157,482 | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received. |
| 3 | (+) Total other receipts | 42,909 | 66,045 | Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received. |
| 4 | (-) Staff costs | 109,817 | 122,262 | Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments. |
| 5 | (-) Loan interest/capital repayments | 0 | 0 | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any). |
| 6 | (-) All other payments | 91,642 | 69,285 | Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5). |
| 7 | (=) Balances carried forward | 83,009 | 114,989 | Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)] |
| 8 | Total value of cash and short term investments | 107,913 | 102,860 | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation. |
| 9 | Total fixed assets plus long term investments and assets | 208,927 | 211,802 | The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March. |
| 10 | Total borrowings | 0 | 0 | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB). |

The following documents should accompany the accounts when submitted to the auditor:

- * A brief explanation of significant variations from last year to this year in Section 2;
- * Bank Reconciliation as at 31 March

Easington Village Parish Council

Bank - Cash and Investment Reconciliation as at 31 March 2024

Confirmed Bank & Investment Balances

Bank Statement Balances

| | | |
|------------|----------------------------|-----------|
| 31/03/2024 | CURRENT BANK ACCOUNT | 8,000.00 |
| 31/03/2024 | HI BUSINESS ACCOUNT | 19,506.57 |
| 31/03/2024 | Public Sector Deposit Fund | 75,000.00 |

102,506.57

Other Cash & Bank Balances

353.44

102,860.01

Receipts not on Bank Statement

0.00

Closing Balance

102,860.01

All Cash & Bank Accounts

| | | |
|---|---------------------------------------|-------------------|
| 1 | CURRENT BANK ACCOUNT | 8,000.00 |
| 2 | HI BUSINESS ACCOUNT | 19,506.57 |
| 3 | PUBLIC SECTOR DEPOSIT FUND | 75,000.00 |
| | Other Cash & Bank Balances | 353.44 |
| | Total Cash & Bank Balances | 102,860.01 |

31ST MARCH 2023

31 March 2024

| | | Current Assets | |
|----------------|--|----------------------------|----------------|
| 0 | TRADE DEBTORS | 8,170 | |
| 4,498 | VAT RECOVERABLE | 1,959 | |
| 2,947 | PREPAYMENTS | 0 | |
| 7,973 | CURRENT BANK ACCOUNT | 8,000 | |
| 99,194 | HI BUSINESS ACCOUNT | 19,507 | |
| 745 | PETTY CASH | 353 | |
| 0 | PUBLIC SECTOR DEPOSIT FUND | 75,000 | |
| 0 | WAGES CONTROL | 7,930 | |
| 0 | NI / PAYE Control | 4,110 | |
| 0 | SUSPENSE | 1,634 | |
| 115,358 | | | 126,663 |
| 115,358 | Total Assets | | 126,663 |
| | | Current Liabilities | |
| 7,833 | TRADE DEBTORS | 0 | |
| 0 | OTHER DEBTORS | 3,960 | |
| 0 | PREPAYMENTS | 4,200 | |
| 9,172 | TRADE CREDITORS | 3,514 | |
| 3,626 | ACCRUALS | 0 | |
| 2,118 | WAGES CONTROL | 0 | |
| 9,600 | RECEIPTS IN ADVANCED | 0 | |
| 32,349 | | | 11,674 |
| 83,009 | Total Assets Less Current Liabilities | | 114,990 |
| | | Represented By | |
| 46,589 | GENERAL FUND | | 78,570 |
| 36,420 | Earmarked Reserves | | 36,420 |
| 83,009 | | | 114,990 |

The above statement represents fairly the financial position of the authority as at 31 March 2024 and reflects its Income and Expenditure during the year.

Signed :
Chairman

Date : _____

Signed :
Responsible
Financial
Officer

Date : _____

Easington Village Parish Council**Income and Expenditure Account for Year Ended 31 March 2024**

31ST MARCH 2023

31 March 2024

| 31ST MARCH 2023 | | 31 March 2024 |
|-----------------|------------------------------|----------------|
| | Income Summary | |
| 150,569 | PRECEPT | 157,482 |
| 274 | HI BANK INTEREST REC | 1,228 |
| <u>150,843</u> | Sub Total | <u>158,710</u> |
| | Operating Income | |
| 5,301 | CEMETERY/GROUNDS | 5,344 |
| 100 | ADMINISTRATION | 1,630 |
| 26,534 | SEATON HOLME | 55,354 |
| 2,705 | ALLOTMENTS | 2,140 |
| 7,995 | GENERAL | 349 |
| <u>193,478</u> | Total Income | <u>223,527</u> |
| | Running Costs | |
| 83,457 | CEMETERY/GROUNDS | 76,343 |
| 58,895 | ADMINISTRATION | 78,579 |
| 50,388 | SEATON HOLME | 35,176 |
| 1,298 | ALLOTMENTS | 1,328 |
| 7,220 | GENERAL | 120 |
| 200 | SECTION 137 | 0 |
| <u>201,459</u> | Total Expenditure | <u>191,546</u> |
| | General Fund Analysis | |
| 54,570 | Opening Balance | 46,589 |
| 193,478 | Plus : Income for Year | 223,527 |
| <u>248,048</u> | | <u>270,116</u> |
| 201,459 | Less : Expenditure for Year | 191,546 |
| <u>46,589</u> | | <u>78,570</u> |
| 0 | Transfers TO / FROM Reserves | 0 |
| <u>46,589</u> | Closing Balance | <u>78,570</u> |

Summary Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

| | | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent |
|---|--------------------------------|-----------------------|------------------------|------------------------|--------------------------|--------------------------|--------------------|---------------|
| 1 | CEMETERY/GROUNDS | | | | | | | |
| | Income | 784 | 5,344 | 3,300 | (2,044) | | | 161.9% |
| | Expenditure | 404 | 76,343 | 89,130 | 12,787 | | 12,787 | 85.7% |
| | Net Income over Expenditure | <u>380</u> | <u>(71,000)</u> | <u>(85,830)</u> | <u>(14,830)</u> | | | |
| | plus Transfer from EMR | 0 | 0 | | | | | |
| | Movement to/(from) Gen Reserve | <u>380</u> | <u>(71,000)</u> | | | | | |
| 2 | ADMINISTRATION | | | | | | | |
| | Income | 184 | 160,340 | 157,602 | (2,738) | | | 101.7% |
| | Expenditure | 1,469 | 78,579 | 63,850 | (14,729) | | (14,729) | 123.1% |
| | Movement to/(from) Gen Reserve | <u>(1,285)</u> | <u>81,761</u> | | | | | |
| 3 | SEATON HOLME | | | | | | | |
| | Income | 15,748 | 55,354 | 19,300 | (36,054) | | | 286.8% |
| | Expenditure | 7,049 | 35,176 | 48,093 | 12,917 | | 12,917 | 73.1% |
| | Net Income over Expenditure | <u>8,699</u> | <u>20,178</u> | <u>(28,793)</u> | <u>(48,971)</u> | | | |
| | plus Transfer from EMR | 0 | 0 | | | | | |
| | Movement to/(from) Gen Reserve | <u>8,699</u> | <u>20,178</u> | | | | | |
| 4 | ALLOTMENTS | | | | | | | |
| | Income | 0 | 2,140 | 1,693 | (447) | | | 126.4% |
| | Expenditure | 0 | 1,328 | 1,140 | (188) | | (188) | 116.5% |
| | Movement to/(from) Gen Reserve | <u>0</u> | <u>812</u> | | | | | |
| 5 | CHURCH LTNG/CLOCK | | | | | | | |
| | Expenditure | 0 | 0 | 400 | 400 | | 400 | 0.0% |
| 7 | GENERAL | | | | | | | |
| | Income | 313 | 349 | 26,500 | 26,151 | | | 1.3% |
| | Expenditure | 0 | 120 | 34,500 | 34,380 | | 34,380 | 0.3% |
| | Movement to/(from) Gen Reserve | <u>313</u> | <u>229</u> | | | | | |
| 8 | SECTION 137 | | | | | | | |
| | Expenditure | 0 | 0 | 1,800 | 1,800 | | 1,800 | 0.0% |
| | Grand Totals:- Income | 17,028 | 223,527 | 208,395 | (15,132) | | | 107.3% |
| | Expenditure | 8,922 | 191,546 | 238,913 | 47,367 | 0 | 47,367 | 80.2% |
| | Net Income over Expenditure | <u>8,107</u> | <u>31,980</u> | <u>(30,518)</u> | <u>(62,498)</u> | | | |
| | plus Transfer from EMR | 0 | 0 | | | | | |
| | Movement to/(from) Gen Reserve | <u>8,107</u> | <u>31,980</u> | | | | | |

11:00

Detailed Profit and Loss Account - Excluding Stock Movement

Month 12 Date 31/03/2024

| <u>Account</u> | <u>Sales/Income</u> | <u>Month Actual</u> | <u>YTD Actual</u> |
|----------------|--------------------------------------|---------------------|-------------------|
| 1060 | BURIAL FEES | 324 | 4,884 |
| 1064 | SUNDRY RECEIPTS | 167 | 930 |
| 1072 | G M MORRIS, MP | 15,000 | 33,000 |
| 1073 | LG THERAPY RENT | 0 | 8,400 |
| 1076 | MISCELLANEOUS | 0 | 181 |
| 1077 | FUNCTN ROOM BOOKINGS | 1,040 | 13,436 |
| 1078 | ALLOTMENTS | 0 | 2,140 |
| 1079 | REFRESHMENTS | 0 | 113 |
| 1085 | GRANT FUNDING INCOME | 313 | 313 |
| 1086 | HISTORY BOOK | 0 | 37 |
| 1089 | Scalped Ink Rent Income | 0 | 780 |
| 1176 | PRECEPT | 0 | 157,482 |
| 1190 | HI BANK INTEREST REC | 184 | 1,228 |
| 1191 | PSDF INTEREST REC | 0 | 603 |
| | Total Sales/Income | 17,028 | 223,527 |
| <u>Account</u> | <u>Direct Expenditure</u> | | |
| 4070 | EVENTS MNGT SUB CTTEE | 391 | 391 |
| | Total Direct Expenditure | 391 | 391 |
| | Gross Profit | 16,637 | 223,135 |
| | % Gross Profit to Sales | 97.70% | 99.82% |
| <u>Account</u> | <u>Indirect/Overhead Expenditure</u> | | |
| 4003 | HORTICULTURAL | 0 | 494 |
| 4004 | TOOLS/MISC ITEMS | 45 | 45 |
| 4005 | PROTECTIVE CLOTHING | 9 | 135 |
| 4007 | REPAIRS & MAINTNCE | 256 | 5,366 |
| 4008 | FUEL | 0 | 653 |
| 4009 | REPLACEMENT | 0 | 857 |
| 4011 | PLAY AREA MAINTNCE | 350 | 1,854 |
| 4012 | DOG BINS-MAINT/SUPPL | 0 | 267 |
| 4013 | GENERAL RATES | 0 | 4,449 |
| 4014 | WATER RATES | 426 | 2,418 |
| 4015 | CONTINGENCIES | 0 | 440 |
| 4017 | WAGES | 0 | 98,978 |
| 4018 | SUPPLIES & EQUIPMENT | 1,703 | 7,173 |
| 4019 | TELEPHONE | 237 | 2,257 |
| 4020 | INSURANCES | 0 | 5,518 |
| 4021 | COURSES & TRAINING | 450 | 2,309 |
| 4022 | SUBSCRIPTIONS | 52 | 4,903 |
| 4024 | AUDIT FEE | 0 | (210) |
| 4025 | BANK CHARGES | 6 | 66 |
| 4028 | GENERAL DATA PROTECTION REG | 0 | 35 |
| 4033 | ELECTRICITY | 178 | (3,225) |
| 4034 | GAS | 3,042 | 11,558 |
| 4036 | PUBLIC PHONE-5270583 | 0 | 33 |
| 4039 | SECURITY ALARM | 1,757 | 3,954 |
| 4040 | FIRE ALARM | 0 | 329 |
| 4041 | MISC ITEMS | 0 | 1,657 |
| 4043 | S/H REPAIRS/MAINT | 0 | 2,275 |

11:00

Detailed Profit and Loss Account - Excluding Stock Movement**Month 12 Date 31/03/2024**

| | <u>Month Actual</u> | <u>YTD Actual</u> |
|--|---------------------|-------------------|
| 4044 ALLT WTR RATES/MISC | 0 | 574 |
| 4049 TRADE WASTE | 18 | 3,342 |
| 4052 REFRESHMENTS | 0 | 26 |
| 4058 GRANT FUNDING | 0 | 50 |
| 4062 Interim Clerk costs | 0 | 9,291 |
| 4068 ERS NI | 0 | 7,167 |
| 4069 ERS Pension | 0 | 16,117 |
| Total Indirect/Overhead Expenditure | 8,530 | 191,155 |
| Operating Profit | 8,107 | 31,980 |
| % Operating Profit | 47.61% | 14.31% |

Annual Governance and Accountability Return 2023/24 Form 3

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

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

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

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

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

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

Publication Requirements

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

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

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

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

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

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

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

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

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

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

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

Annual Internal Audit Report 2023/24

Easington Village Parish Council

<https://easingtonvillageparishcouncil.gov.uk> THE WEBSITE/WEBPAGE ADDRESS

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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| H. Asset and investments registers were complete and accurate and properly maintained. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I. Periodic bank account reconciliations were properly carried out during the year. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 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> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 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> . | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| N. The authority has complied with the publication requirements for 2022/23 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> . | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

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

17/04/2024 18/04/2024 DD/MM/YYYY

Name of person who carried out the internal audit

Mr Gordon Fletcher (G.M.F./I.A.)

Signature of person who carried out the internal audit

Gordon Fletcher

Date

18/04/2024

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

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

Easington Village Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 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. | ✓ | | <i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i> | |
| 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. | ✓ | | <i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i> | |
| 3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. | ✓ | | <i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i> | |
| 4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations. | ✓ | | <i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i> | |
| 5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. | ✓ | | <i>considered and documented the financial and other risks it faces and dealt with them properly.</i> | |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. | ✓ | | <i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i> | |
| 7. We took appropriate action on all matters raised in reports from internal and external audit. | ✓ | | <i>responded to matters brought to its attention by internal and external audit.</i> | |
| 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements. | ✓ | | <i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i> | |
| 9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. | Yes | No | N/A | <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i> |
| | | | ✓ | |

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

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

<https://easingtonvillageparishcouncil.gov.uk> WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2023/24 for

Easington Village Parish Council

| | Year ending | | Notes and guidance |
|---|--------------------|--------------------|---|
| | 31 March 2023 £ | 31 March 2024 £ | |
| 1. Balances brought forward | 90,990 | 83,009 | Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year. |
| 2. (+) Precept or Rates and Levies | 150,569 | 157,482 | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received. |
| 3. (+) Total other receipts | 42,909 | 66,045 | Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received. |
| 4. (-) Staff costs | 109,817 | 122,262 | Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments. |
| 5. (-) Loan interest/capital repayments | 0 | 0 | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any). |
| 6. (-) All other payments | 91,642 | 69,285 | Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5). |
| 7. (=) Balances carried forward | 83,009 | 114,989 | Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6). |
| 8. Total value of cash and short term investments | 107,913 | 102,860 | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation. |
| 9. Total fixed assets plus long term investments and assets | 208,927 | 211,802 | The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March. |
| 10. Total borrowings | 0 | 0 | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB). |

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

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

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

In respect of

Easington Village Parish Council

1 Respective responsibilities of the auditor and the authority

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

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

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

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

2 External auditor’s limited assurance opinion 2023/24

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2023/24

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

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/M/YYYY

Attachment 1.1

Bank reconciliation – Example.

This reconciliation must include **all** bank and building society accounts and other short-term investments*. It **must** agree to Box 8 in the column headed “Year ending 31 March 2024” in Section 2 of the Annual Return. It will also agree to Box 7 where the accounts are prepared on a receipts and payments (cash) basis, but not when an income and expenditure basis is used.

Parish Council Name: **Easington Village Parish Council**

Financial year ending 31 March 2024

Prepared by: Mr Paul Moore (Clerk & RFO) (Name and Position) Date: 24 April 2024

| | | |
|---|-----------|-----------|
| Balance per bank statements as at 31 March 2024: | £ | £ |
| e.g. Current account | | 8000.00 |
| High interest account | | 19506.57 |
| Building society premium a/c | | 75000.00 |
| | 102506.57 | |
| Petty cash float (if applicable) | | 353.44 |
| Less: any un-presented cheques at 31 March 2024 (normally only current account) | | |
| Cheque number | | |
| | | |
| Add: any un-banked cash at 31 March 2024 | | 0 |
| e.g. Allotment rents banked 31 March 2024 (but not credited until 1 April 2024) | | 0 |
| Net balances as at 31 March 2024 | | 102860.01 |
| <i>The net balances reconcile to the Cash Book (a receipts and payments account, which should be maintained even if your authority uses income and expenditure accounting) for the year, as follows:</i> | | |
| CASH BOOK | | |
| Opening Balance 1 April 2023 | | |
| Add: Receipts in the year | | |
| Less: Payments in the year | | |
| Closing balance per cash book [receipts and payments book] as at 31 March 2024 (must equal net balances above) | | |

Attachment 3.1

Local council name: **Easington Village Parish Council**

Notice of appointment of date for the exercise of public rights

Accounts for the year ended 31st March 2024

The Local Audit and Accountability Act 2014, and
The Accounts and Audit (England) Regulations 2015 (SI 234)

| | |
|---|---|
| <p>1. Date of announcement: Friday 31 May 2024</p> <p>2. Any person interested has the right to inspect and make copies of the accounts to be audited and all books, deeds, contracts, bills, vouchers and receipts relating to them. For the year ended 31 March 2024 these documents will be available on reasonable notice on application to:</p> <p>(b) Mr Paul Moore (Clerk to the Council) Seaton Holme, Hall Walks, Easington Village, SR8 3BS Tel: 0191 527 9360 Email: clerk@easingtonvillageparishcouncil.gov.uk</p> <p>commencing on (c) Monday 03 June 2024</p> <p>and ending on (d) Friday 12 July 2024</p> <p>3. Local Government Electors and their representatives also have:</p> <ul style="list-style-type: none">• the opportunity to question the auditor about the accounts; and• the right to make objections to the accounts or any item in them. Written notice of an objection must first be given to the auditor and a copy sent to the Authority (f). The auditor can be contacted at the address in paragraph 4 below for this purpose during the inspection period at 2 above. <p>4. The auditor's limited assurance review is being conducted under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit (England) Regulations 2015 and the National Audit Office' Code of Audit Practice. Your review is being carried out by:</p> <p>Mazars LLP, The Corner, Bank Chambers, 26 Mosley Street, Newcastle upon Tyne, NE1 1DF Email: local.councils@mazars.co.uk</p> <p>5. This announcement is made by: Mr Paul Moore (Clerk to Council)</p> | <p>(a) Insert date of placing of this notice on your website.</p> <p>(b) Insert name, position and contact details of the Clerk or other person to whom any person may apply to inspect the accounts.</p> <p>(c) And</p> <p>(d) The inspection period must be 30 working days in total and commence no later than 1 July 2024.</p> <p>(e) Insert name and position of person placing the notice</p> |
|---|---|

Easington Village Parish Council
Notice of Appointment of Date for the Exercise of Public Rights
Accounts for the year ended 31st March 2024

The Local Audit and Accountability Act 2014, and
The Accounts and Audit (England) Regulations 2015 (SI 234)

1. Date of announcement: **Friday 31 May 2024**
2. Any person interested has the right to inspect and make copies of the accounts to be audited and all books, deeds, contracts, bills, vouchers and receipts relating to them. For the year ended 31 March 2024 these documents will be available on reasonable notice on application to:

Mr Paul Moore (Clerk to the Council)

Seaton Holme, Hall Walks, Easington Village, SR8 3BS

Tel: 0191 527 9360

Email: clerk@easingtonvillageparishcouncil.gov.uk

commencing on: **Monday 03 June 2024**

and ending on: **Friday 12 July 2024**

3. Local Government Electors and their representatives also have:
the opportunity to question the auditor about the accounts; and
the right to make objections to the accounts or any item in them. Written notice of an objection must first be given to the auditor and a copy sent to the Authority.

The auditor can be contacted at the address in paragraph 4 below for this purpose during the inspection period at 2 above.

4. The auditor's limited assurance review is being conducted under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit (England) Regulations 2015 and the National Audit Office' Code of Audit Practice. Your review is being carried out by:

Mazars LLP, The Corner, Bank Chambers, 26 Mosley Street, Newcastle upon Tyne, NE1 1DF

- Email: local.councils@mazars.co.uk

5. This announcement is made by: **Mr Paul Moore (Clerk to Council)**

Attachment 2

Local Council name: **Easington Village Parish Council**

Confirmation of contact details

Please confirm the contact details for the Clerk, RFO (if not the clerk) and Chair, to assist us in ensuring that our records are kept up to date:

| | | |
|--|--|---|
| <p>Clerk's name:</p> <p>Paul Moore</p> | <p>RFO's name (if not clerk):</p> <p>Clerk</p> | <p>Chair's name:</p> <p>Cllr WS Day</p> |
| <p>Clerk working hours (e.g. Mon-Fri 9-5pm):</p> <p>Mon – Fri 0830-1630</p> | <p>RFO working hours (e.g. Mon-Fri 9-5pm):</p> <p>.....</p> <p>.....</p> | |
| <p>Parish Council registered address:</p> <p>Seaton Holme</p> <p>Hall Walks</p> <p>Easington Village</p> <p>Co. Durham, SR8 3BS</p> | <p>Parish Council registered address:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> | <p>Chair contact postal and email address:</p> <p>115 Seaside Lane</p> <p>Easington Village</p> <p>Co. Durham, SR8 3TW</p> <p>Email:</p> <p>bill.day@easingtonvillageparishcouncil.gov.uk</p> |
| <p>Telephone:</p> <p>Primary contact number:</p> <p>0191 527 9360</p> <p>Mobile/Alternative number:</p> <p>07931446344</p> | <p>Telephone:</p> <p>Primary contact number:</p> <p>.....</p> <p>Mobile/Alternative number:</p> <p>.....</p> | <p>Telephone:</p> <p>Primary contact number:</p> <p>0191 527 1394</p> <p>Mobile/Alternative number:</p> <p>07732158122</p> |
| <p>E-mail address for the Council/Meeting (please do not provide a personal e-mail address unless the clerk / RFO does not have a Council/Meeting e-mail address).</p> <p>clerk@easingtonvillageparishcouncil.gov.uk</p> | | |

Please return this form via email together with the Annual Governance & Accountability Return and other information requested.

INTERNAL AUDIT ANNUAL REPORT

Easington Parish Council

2023/24 AUDIT

| | |
|-------------------------|--|
| Assurance level: | Full Assurance |
| Report status: | Draft Report |
| Date: | 22nd April 2024 |
| Prepared by: | Gordon Fletcher, Internal Auditor |
| Issued to: | Paul Moore, Parish Clerk |
| | |

CONFIDENTIAL

INTRODUCTION

1. In accordance with the agreed Internal Audit Plan, I have carried out a review of Easington Village

Parish Council Internal Controls for 2023/24. The review involved a visit to Seaton Holme, Easington Village, on 18th April 2024 and from home on 17th April 2024.

2. In carrying out the audit, the time and assistance afforded by the Parish Clerk, was greatly appreciated.

OBJECTIVES OF THE REVIEW

3. The overall objective of my review is to provide a risk based assessment of the systems in place in order to form an opinion as to whether they are robust and provide an adequate basis for effective control, as specified in the AGAR were to ensure that;
 - Payroll procedures are operating as expected.
 - Creditor payments are authorised and that internal controls can be relied upon.
 - There are adequate internal controls for the debtors system.
 - Income collection procedures and banking arrangements are adequate.
 - Assets register is maintained and is up to date.
 - The agreed budget is accurately shown in the accounts and monitored.
 - The tendering process is followed.
 - Section 137 payments (donations) are properly recorded.
 - Risk management arrangements are satisfactory.
 - Governance arrangements

SCOPE OF THE WORK CARRIED OUT

4. The review is carried out by Gordon Fletcher, who is contracted to provide an Internal Audit Service for Easington Village Parish Council.
5. The scope of the work covers all the areas within the Internal Audi section of the AGAR for Parish Councils, with compliance and substantial testing carried out.
6. The report is intended to present to the Parish Clerk the observations and conclusions of the audit. Wherever possible the observations and any recommendations have been discussed with the Parish Clerk and her views considered.

SUMMARY OF THE WORK

7. PAYROLL

- 7.1. Previously the H.M.R.C changed the way it collects tax and national insurance in real time. Therefore, Durham County Council (DCC) required the Parish Council to agree to a service level agreement in which the Parish Council set up a BACS systems where staff are paid directly from the Parish Council's current account. Any changes to the normal payroll information are notified by the Clerk to DCC payroll department.
- 7.2. The Council has 7 permanent employees who complete timesheets which are signed by the employee and authorised by the Parish Clerk. (Parish Clerk's is authorised by the Chair). The internal controls of the payroll system allow reliance to be placed on them, and all timesheets examined for the year had been properly completed and signed by the employee and authorised with correct payments made.

8. ACCOUNTS PAYABLE

- 8.1. Following discussions with the Parish Clerk it was agreed that a 6 monthly detailed review of accounts Payable was carried this was reported on 21st November 2023 where it was found that "the system for paying invoices set up by the Parish Clerk is satisfactory for the size of the Council".
- 8.2. This included detailed checks on the payment of accounts between April to September 2023, this current audit will confirm that the internal controls are still working with compliance tests carried out
- 8.3. All invoices for payments for goods and services checked confirmed that good internal controls and separation of duties were still being applied regarding the payment of accounts. There were no queries.

9. PETTY CASH

- 9.1 The petty cash system was examined, and proper procedures were being carried out with receipts obtained for all expenditure. Petty cash check showed the amount held (£237.61) was correct to the records as at 18th April 2024.

10. INCOME COLLECTION AND BANKING ARRANGEMENTS

- 10.1 Following discussions with the Parish Clerk it was agreed that a 6 monthly detailed review of income collected and banking arrangements was carried out and reported on 21st November 2023 where it was found all expected income had been received and banked.
- 10.2 This included detailed checks on the income collected and banked between April and September 2023, therefore this audit carried out compliance test to ensure that the internal controls are still working between October to March 2024. Since the previous audit the Clerk has introduced a Sales invoice detail sheet to record an EV number for inputting into Rialtus to identify these receipts, this is recorded on the List of receipts report.
- 10.3 The Council had two bank accounts, a Current Bank Account which shows most of the income paid in and payments out, and the Hi Business Premium account which holds the main balance of the Council's monies and automatically tops up the Business Bank Account when required. Since the interim audit the Clerk has spread the monies held and opened a Public Sector Deposit Account to protect the Councils monies held.

11. ASSET REGISTER

- 11.1 The Asset Register is updated during the year when an asset is bought or disposed of, and is completed in accordance with the Governance and Accountability for Local Councils - A practitioners' guide. The Asset Register is reviewed and reported every year with the approval of the annual accounts.

12. BUDGETARY CONTROL ARRANGEMENTS

- 12.1 income and expenditure budgets had been properly compiled and are used to set the precept for the following year, which is reported to Members.
- 12.2 Budget monitoring is carried out through the Detailed Income and Expenditure reports by budget heading, which are reported monthly to Members throughout the year.
- 12.3 A Medium-Term Financial Plan (5 years) is considered every year regarding repairs, replacement and Maintenance programme for Seaton Holme, Administration and Plant and Machinery. This was discussed at the 11th December 2023 Council meeting. The Council does not have a Corporate Plan as there is little scope for other planned projects/schemes within the Parish, apart from activities at Seaton Holme where room hire is charged.
- 12.4 The Council holds a satisfactory amount of allocated and unallocated reserves.
- 12.5 The setting of the budget and precept for 2023/24 was initially discussed at the Council meetings of 13th November and in detail at the 11th December 2023 (which included a review of the fees and charges), and agreed at a Council meeting on 24th January 2024.

13. TENDERING PROCEDURE

- 13.1 There is a tendering procedure (including quotes) in place which is satisfactory by ensuring that at least 3 appropriate tenders/quotes are approached and there are several Members present at the time of opening of the tenders/quotes.
During the year, the Council had 0 quotations or tenders to examine.

14. SECTION 137 PAYMENTS

- 14.1 Any section 137 payments for the year had been checked and properly recorded for the year, paid and approved in the minutes.

15. RISK REGISTER

- 15.1 The Council's Corporate Risk Assessment is reviewed and approved with the statement of accounts

Council meeting every year.

16 GOVERNANCE ARRANGEMENTS

- 16.1. Good Governance arrangements and Internal Control requires good policies and procedures in place, the Parish Clerk has a checklist to ensure that these are in place and reviewed when required.
- 16.2. In accordance with the Accounts and Audit regulations 2015, an Effectiveness of Internal Control Arrangements report, for 2022/23 has been completed and was submitted by the Parish Clerk at the 13th March 2023 Council meeting, which covers Internal Audit, Internal Control and Risk Management. The report on internal control for 2023/24 is to be completed and submitted with the statement of accounts.
- 16.3. Financial Regulations and Standing Orders were reviewed at the 9th May 2023 annual meeting.
- 16.4. The Council approves the annual accounts every year along with the Annual Governance Statement, - last year was 12th June 2023.
- 16.5. Exercise of Public rights was dated 13th June 2023 with inspection dates between 14th June and 26th July 2023, and placed on the Council's website.

17. Other

- 17.1. Back up of the finance system is through the "cloud", and Rialtus back up system

OBSERVATIONS, RISKS AND RECOMMENDATIONS

- 18. My observations together with the associated risks are detailed in the action plan accompanying this report, if required. For each area where an observation is made, a recommendation and priority for action is attached.
- 19. I have categorised the importance of my recommendations as follows:
 - Critical – A control weakness that may have a significant impact upon the achievement of, not only the system objectives, but also the organisation's objectives
 - High – A control weakness that may have a significant impact upon the achievement of the system objectives
 - Medium – A control weakness that may have an impact upon the achievement of the system objectives
 - Low – A control weakness that does not impact upon the achievement of the system objectives, however, the implementation of which would improve overall control
- 20. My review has highlighted 0 issues on the internal controls of the Council.

AUDIT ASSURANCE LEVEL

- 21. Based upon the above issue and the potential impact of the observation made, I can provide **Full Assurance** on the internal controls for 2023/24 This level of assurance is one of five possible levels which are shown in the table below.

| Level of Assurance | Definition |
|------------------------------|---|
| Full Assurance | There is a sound system of controls in place and those controls are consistently applied and are fully effective. Control objectives are fully met. |
| Substantial Assurance | There is a sound system of control in place but some of the controls are not consistently applied or fully effective. Control objectives are largely achieved. |
| Moderate Assurance | There is basically a sound system of control in place, but there are weaknesses and evidence of non-compliance with or ineffective controls. Control objectives are often achieved. |
| Limited Assurance | The system of control is weak and there is evidence of non-compliance with controls that do exist. Control objectives |

| | |
|---------------------|---|
| | are sometimes achieved. |
| No Assurance | There is no system of control in place and control objectives are rarely or never achieved. |

22. As discussed with the Parish Clerk it is recommended that additional assurances on the Councils Internal Controls are carried out on Accounts Payable and Income collection and banking procedures in October 2024.

G. Fletcher

Gordon Fletcher,
Internal Auditor to the Parish Council
Date: 22nd April 2024

**GORDON FLETCHER
PROVISION OF INTERNAL AUDIT SERVICES**

104 BROWNING HILL
COXHOE
CO. DURHAM
DH6 4SA
Tel. 01913779378
07940146513
e.mail: gorhaz@hotmail.co.uk

22nd April 2024

REF ev/1/24

INVOICE

Easington Village Parish Council – 2023/2024

I have audited the accounts of the above in accordance with the requirements of the AGAR, and have produced a report for the year 2023/2024.

My fee for the above service is £640.

This included preparation, home working, audit visit on 17th and 18th April 2024, review of work and completion of draft and final report, as well as an interim audit in October 2023.

I have included my bank details for payment by BACS.

Account name: G and H Fletcher

Sort code:11 02 53 (Halifax)

Account number: 01316329

Thank you very much for your business and I look forward to seeing you again later in the year.



Gordon Fletcher, C.M.I.I.A.

Report to: Easington Village Parish Council
Date: 13 May 2024
Report of: Clerk to the Council
Subject: Effectiveness of Internal Control 2023-24

1. INTRODUCTION

1.1 The Accounts and Audit Regulations 2015 require smaller authorities including Parish Councils to undertake an annual review of their internal control arrangements at an appropriate meeting of the Council.

1.2 A review for the year 2023/24 has now been undertaken and details are provided below.

2. INTERNAL CONTROL

2.1 The Accounts and Audit Regulations require a Council to:

“maintain an adequate and effective system of internal control including measures to prevent and detect fraud and corruption and review its effectiveness”.

This review is designed to provide sufficient assurance for the Council that standards are being met.

Current Arrangements

2.2 The Council’s current Internal Auditor (Mr Gordon Fletcher) was formerly the Audit Manager at Easington District Council, up to its abolition, and currently provides the internal audit service for several local town and parish councils. The Internal Auditor carries out a review each year on our internal controls in accordance with the Internal Audit section of the Annual Governance & Accountability Return, and if required on selected systems during the year.

Review

2.3 Guidance in the JPAG Practitioners Guide is defined as “proper practices” and recommends that the review of internal controls cover six categories and these are addressed below.

2.4 **Standing Orders & Financial Regulations** – There is an annual review of Standing Orders and Financial Regulations at the Annual Council Meeting.

Current Standing Orders are based upon a 2019 NALC model document which is the latest version.

Financial Regulations are based on a NALC 2019 model document which is also the latest version.

2.5 **Safe and Efficient Arrangements to Safeguard Public Money** - The payments process is carried out in accordance with Financial Regulations. All payments made since the last meeting are logged on a spreadsheet and reported to the next meeting. Members never sign blank cheques or authorise fund transfers which are presented to them unsupported by the appropriate documentation.

Petty cash level is not currently defined in Financial Regulations, and ideally it should be kept to a minimum. Petty cash is only used for the supply of maintenance goods such as cleaning materials that are not immediately on hand. Complete records of the receipts and payments are maintained through Rialtas Omega including VAT analysis, and regular

(monthly) reconciliation performed. I recommend that Councillors sign off the petty cash and bank reconciliations monthly.

Effective debt collection has been brought up to date and are all accounted for less those which Council are aware and are subject to current Court action.

2.6 Employment – The Council is registered with HMRC and employees paid via the PAYE system via an SLA with Durham County Council.

The Council has both Employers Liability and Fidelity Guarantee insurance in place.

The Council receives advice on employment related matters from both DCC and NEREO.

2.7 VAT – the Council is VAT registered and required to submit quarterly returns under the MTD arrangements. The VAT return for Q3 was submitted late resulting in a 2-point penalty.

2.8 Fixed Assets & Equipment – the Council holds an asset register which will has been reviewed at year end and updated.

2.9 Loans & Long-Term Liabilities – the Council has no loans or long-term liabilities.

3. INTERNAL AUDIT

3.1 Scope of Internal Audit – The Internal Auditor carries out all relevant work to satisfy the report in the Annual Governance and Accountability Return, and any agreed systems work during the year. Reports are produced and all recommendations arising from the audit are discussed with the Parish Clerk and presented to Council.

3.2 Independence – The Internal Auditor is given access to all relevant personnel and to all reports, records and supporting documents. Reports are prepared in his name and there is no influence on any recommendations made. The Internal Auditor has no other role within the Council.

3.3 Competence – The Internal Auditor is a qualified internal auditor (C.M.I.I.A) and a member of the Institute of Internal Auditors, with many years' experience in public sector auditing. There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity.

3.4 Relationships – The Internal Auditor operates independently within the Council, with freedom to decide his audit priorities and no influence is exerted on the outcome of the audit. The respective responsibilities of officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters.

3.5 Planning and Reporting – The Internal Auditor arranges planning of the work with the Parish Clerk and is available throughout the year for advice. Reports are submitted to the Parish Clerk, to Council and to the external Auditors with the AGAR.

3.6 The purpose of the review of internal audit is to assess effectiveness, and I believe that the Internal Auditor provide an effective internal audit service to the Parish Council. Audits are undertaken on each of the areas within Section 4 of the Annual Return and if required,

recommendations will be made in an action plan for each of the areas, and a report submitted.

3.7 At the request of the Clerk on entering post, a mid-term internal audit was carried out in November 2023 and the full assurance and satisfactory report to conveyed to Council at the December meeting giving both Council and the Clerk / RFO confidence that accounts were on track and procedures were sound.

3.8 I recommend a further mid-term audit in October 2024 with a meeting of the Budget and Precept Sub Committee with the Auditor to follow shortly thereafter.

4. RISK MANAGEMENT

4.1 Another element of internal control is risk management. Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements. A corporate risk assessment review has been undertaken (April 24) to achieve its priorities and service objectives, and will be reviewed by the Council.

4.2. The Council has a risk register which is reviewed annually. Going forward, it should become a task of the Budget & Precept Sub Committee to conduct a review in October / November of each year and present recommendations to Council.

5. CONCLUSION

5.1. The Council has in place adequate internal control arrangements and is in a considerably better position than a year ago.

6. RECOMMENDATIONS

6.1 I recommend that Members approve the report on the effectiveness of internal control.

Paul Moore
Clerk to the Council
May 2024

APPROVED:
Minute Ref:

Easington Village Parish Council Monthly Financial Report for APRIL 2024

| | | | |
|-------------------------------|-------------------------------|------------|-------------|
| 1. Bank Balance Report | Current | 30/04/2024 | £8,000.00 |
| | Savings | 30/04/2024 | £79,402.62 |
| | PSDF | 30/04/2024 | £75,000.00 |
| | Cash on hand (CASHBOX) | 30/04/2024 | £219.86 |
| | Total cash assets | 30/04/2024 | £162,622.48 |

| | | |
|---|---------------------------|-------------|
| 2. Income & Expenditure Report | Total Income: | £121,633.12 |
| | Total Expenditure: | £121,510.04 |
| | Balance | £123.08 |

| 3. Bank Transfer Report | | AMOUNT | AMOUNT |
|--------------------------------|-------------------------------|---------------|---------------|
| Transfer T1 | Transfer to Savings Account | £269.35 | |
| Transfer T2 | Transfer to Savings Account | £78,667.37 | |
| Transfer T3 | Transfer to Savings Account | £593.65 | |
| Transfer T4 | Transfer from Savings Account | | 2,685.98 |
| Transfer T5 | Transfer to Savings Account | £2,792.78 | |
| Transfer T6 | Transfer from Savings Account | | 2,000.00 |
| Transfer T7 | Transfer from Savings Account | | 6,938.08 |
| Transfer T8 | Transfer from Savings Account | | 215.78 |
| Transfer T9 | Transfer from Savings Account | | 526.00 |
| Transfer T10 | Transfer from Savings Account | | 4,335.99 |
| Transfer T11 | Transfer to Savings Account | £4,565.68 | |
| Transfer T12 | Transfer to Savings Account | 337.69 | |
| Transfer T13 | Transfer from Savings Account | | 369.04 |
| Transfer T14 | Transfer from Savings Account | | 1,500.00 |
| Transfer T15 | Transfer from Savings Account | | 2,000.00 |
| Transfer T16 | Transfer from Savings Account | | 6,759.60 |

4. Invoices for Endorsement of Payment Report

| EXPENDITURE | | | | | | | |
|---------------------------|--------------------------------------|--|--------------------|----------------------|----------------|-----------------------|-------------------------------------|
| DATE | PAYEE | DESCRIPTION | AMOUNT | CHEQUE NO/DD/ | FD Code | Invoice Number | Status |
| 02/04/2024 | Aldi Stores | Easter Supplies | £19.80 | Card | 6008 | 14846 | Complete |
| 02/04/2024 | Village News | Easter at Seaton Holme items | £3.98 | Card | 6007 | 2175732001 | Complete |
| 02/04/2024 | Cathedral Hygiene | Hygiene Services - Half Year | £187.20 | DD | 6023 | VI/1564297(A) | Complete |
| 02/04/2024 | Transfer | Transfer to savings account | £269.35 | T1 | T1 | T1 | |
| 03/04/2024 | Civil Courts and Tribunal | Small Claims Court Fees | £445.00 | 106661 | 6028 | L052A012 | Complete |
| 04/04/2024 | Rialtas | User Fee - Annual | £792.00 | BACS | 6012 | SM29223 | Complete |
| 04/04/2024 | Rialtas | Tax Digital - Annual Fee | £132.00 | BACS | 6013 | SM29222 | Complete |
| 04/04/2024 | Rialtas | Allotments Package - Annual Fee | £298.80 | BACS | 6014 | SM29221 | Complete |
| 04/04/2024 | Rialtas | Cemetries Package - Annual Fee | £696.00 | BACS | 6015 | SM29220 | Complete |
| 04/04/2024 | Rialtas | SM29219 | £1,198.80 | BACS | 6016 | SM29219 | Complete |
| 04/04/2024 | Steadfast | Annual Security Maintenance | £576.00 | BACS | 6017 | SV553876 | Complete |
| 04/04/2024 | DCC | Delivery Charge - Summer Bedding | £72.00 | BACS | 6019 | 253096093 | Complete |
| 04/04/2024 | Gorilla Workwear | Staff Uniform Items (Inc Embroid) | £580.32 | BACS | 6018 | INV - 0839 | Reclaim Barclays |
| 04/04/2024 | Wave (Anglican Water) | Water Rates (CEM) 13/12 - 13/03 | £61.12 | DD | 6022 | 13281846 | Complete |
| 04/04/2024 | Transfer | Transfer to savings account | £78,667.37 | T2 | T2 | T2 | |
| 05/04/2024 | Screwfix | Strimmer lead - CEM | £17.07 | Card | 6009 | A17314290726 | Complete |
| 05/04/2024 | Village News (Post Office) | Postage - Deeds Signed for | £3.05 | Card | 6010 | 1-560580 | Complete |
| 05/04/2024 | DCC | Bulky Waste Collection 05/04 | £210.53 | Card | 6011 | 63811 | Complete |
| 08/04/2024 | Transfer | Transfer to Savings Account | £593.65 | T3 | T3 | T3 | |
| 08/04/2024 | ADT | Transmission Charges 01/02 - 30/04 | £439.20 | DD | 6026 | 54843894 | Complete |
| 08/04/2024 | Barclays | BACS File Charges 13/02 - 12/03 | £6.00 | DD | 6025 | 80381 | Complete |
| 08/04/2024 | DCC | N/A | N/A | BACS | N/A | N/A | Payment taken in error and returned |
| 08/04/2024 | DCC | Business Rates O6 | £98.00 | BACS | 6064 | 59600APR | Complete |
| 08/04/2024 | DCC | Business Rates CEM | £122.50 | BACS | 6065 | 57200APR | Complete |
| 09/04/2024 | Village News (post office) | Postage - LG | £3.80 | Card | 6020 | 1-561332 | Complete |
| 09/04/2024 | SM Print | EVPC Lanyards and ID Cards | £337.20 | Card | 6021 | 54786 | Complete |
| 09/04/2024 | British Gas | Gas Bill (SH) 15/02 - 14/03 | £1,807.98 | DD | 6024 | 833685584 | Complete |
| 09/04/2024 | LB Waste Management | Sunderland Road Skip Hire 09/04/2024 | £474.00 | Card | 6027 | 93555 | Complete |
| 12/04/2024 | Transfer | Transfer to savings account | £2,792.78 | T5 | T5 | T5 | |
| 15/04/2024 | DCC | Supply Winter Bedding | £124.77 | BACS | 6063 | 253091441 | Complete |
| 15/04/2024 | Greenham | Cleaning Supplies | £49.10 | BACS | 6033 | 06/264673 | Complete |
| 15/04/2024 | CDALC | Annual Subscription | £429.91 | BACS | 6032 | 27125 | Complete |
| 15/04/2024 | JRB Enterprise | Dog Waste Bags | £176.58 | BACS | 6031 | 26712 | Complete |
| 15/04/2024 | DCC | Empty Property Rates | £121.01 | BACS | 6030 | 15010077 | Complete |
| 15/04/2024 | IOS | Stationery Supplies | £230.56 | BACS | 6029 | 201279 | Complete |
| 15/04/2024 | Parish Online (Local Authority Tech) | EVPC Website | £504.00 | BACS | 6036 | 00EJ030-0003 | Complete |
| 15/04/2024 | ICCM | Corporate Membership 24/25 | £100.00 | BACS | 6035 | 5105/2024/25 | Complete |
| 15/04/2024 | Zurich | Insurance Policy - SH | £6,621.83 | BACS | 6034 | 532479085 | Complete |
| 15/04/2024 | Big Gorilla Signs | Staff Uniform items (Inc Embroid) | £580.32 | BACS | 6018 | INV - 0839 | Complete |
| 16/04/2024 | Nisbets | Kitchen Appliances - SH | £150.92 | Card | 6040 | UK16159466-A | Complete |
| 16/04/2024 | Amazon | Air Compressor (grounds) | £96.76 | Card | 6037 | 2024-2361 | Complete |
| 16/04/2024 | Amazon | Air Hose (grounds) | £19.60 | Card | 6038 | GB41T3VWABEI | Complete |
| 16/04/2024 | Amazon | Pressure Gauge (grounds) | £12.51 | Card | 6039 | 2024-719 | Complete |
| 16/04/2024 | The Dust Pan and Brush Co | Broom Heads/Handles | £35.96 | Card | 6042 | 50857 | Complete |
| 17/04/2024 | LB Waste Management | Skip Hire - Non Collection Fee | £204.00 | Card | 6044 | 10031012024(1) | Complete |
| 17/04/2024 | LB Waste Management | Skip Hire - SR Allotments | £474.00 | Card | 6045 | 010031012024(2) | Complete |
| 19/04/2024 | DCC - Wages | Payroll Services | £4,414.99 | BACS | BACS | BACS | BACS |
| 23/04/2024 | Scottish Power | Electricity Bill SH | £234.32 | DD | DD | 6047 | Complete |
| 24/04/2024 | Transfer | Transfer to savings account | £4,565.68 | T9 | T9 | T9 | |
| 25/04/2024 | EE | Mobile Phones | £52.31 | DD | 6041 | VO2216886670 | Complete |
| 25/04/2024 | Transfer | Transfer to savings account | £337.69 | T12 | T12 | T12 | |
| 25/04/2024 | Village News | Postage - Deeds D Berry (Signed For) | £3.80 | Card | 6051 | 1-564517 | Complete |
| 26/04/2024 | Amazon | White Chalk pens | £8.99 | Card | 6052 | GB4223XQABEI | Complete |
| 26/04/2024 | Amazon | Coloured chalk pens | £10.28 | Card | 6053 | 32039 | Complete |
| 26/04/2024 | Amazon | Litter picking - Heavy duty bin bags | £38.96 | Card | 6054 | 7ABEI250424 | Complete |
| 26/04/2024 | Amazon | Litter picking - grabber stick x 24 | £61.96 | Card | 6055 | LABEL250424-B | Complete |
| 26/04/2024 | Siemens Financial | Asset lease | £245.05 | DD | 6062 | 807603 | Complete |
| 29/04/2024 | Amazon | Pavement chalkboard | £32.99 | Card | 6056 | 2024-1793 | Complete |
| 29/04/2024 | Amazon | Litter picking - hoop bag holders x 10 | £69.90 | Card | 6057 | LABEL250424 | Complete |
| 29/04/2024 | CF Corporate | Router Lease | £55.20 | DD | 6043 | 0663321M6 | Complete |
| 29/04/2024 | Chaser Comms (NIMAMS) | Telecoms Services (15/03-15/04) | £85.07 | DD | 6046 | 240716 | Complete |
| 29/04/2024 | Amazon | Swing Bins x 5 (pack) | £45.98 | Card | 6060 | VZVABEI290424 | Complete |
| 30/04/2023 | P Moore | Refund of postage fees EVPC card fail | £17.75 | Cash | None | None | Complete |
| 30/04/2024 | DCC | Payroll Services | £8,457.19 | BACS | BACS | SLA | Complete |
| 30/04/2024 | Document Solutions | Photocopier hire | £151.61 | DD | 6059 | 328983 | Complete |
| 30/04/2024 | NEREO | Advisory Service Annual Fee | £354.00 | Online | 6049 | 33527 | Complete |
| 30/04/2024 | CDALC | Finance Training - PM | £30.00 | Online | 6048 | 117-25 | Complete |
| 30/04/2024 | Gordon Fletcher | Internal Audit Year 23/24 | £640.00 | Online | 6050 | EV/1/24 | Complete |
| 30/04/2024 | Thornley Village Parish Council | Fire training x 2 (MR&DH) | £75.00 | Online | 6161 | 150524 | Complete |
| 30/04/2024 | Nisbets | Kitchen Appliances - SH (Fridge) | £683.99 | Online | 6058 | UK16159466-B | Complete |
| Total Expenditure: | | | £121,510.04 | | | | |

| INCOME DATE | PAYEE | DESCRIPTION | AMOUNT | CHEQUE NO/DD/ | Receipt | Invoice Number | Status |
|---------------------|------------------------|---|--------------------|---------------|---------|----------------|---|
| 02/04/2024 | Jan Burnham | Yoga Room hire March 2024 | £297.00 | BACS | EV1779 | 3126 | Complete |
| 02/04/2024 | C. Martindale | Art Studio - March Fees | £183.33 | BACS | EV1780 | 3121 | Complete |
| 03/04/2024 | CCLA Investment Income | CCLA Investment Income | £333.41 | BACS | EV1781 | 3129 | Complete |
| 04/04/2024 | DCC | Precept Income 24/25 | £83,196.00 | BACS | EV1776 | 3128 | Complete |
| 04/04/2024 | Petty Cash Income | Easter Refreshments Donations | £33.30 | Petty Cash | EV1786 | N/A | Entered into Cash Box |
| 05/04/2024 | CALM East Durham | Outstanding Hire Fees | £270.00 | BACS | EV1782 | 3113 | Complete |
| 08/04/2024 | R Delanoy | Interment/Purchase Fees NOBLE | £1,004.00 | BACS | EV1783 | CEM19 | Complete |
| 08/04/2024 | LM | Purchase of Grave Space (DLC/F/B) | £162.00 | BACS | EV1777 | CEM20 | Complete |
| 08/04/2024 | Cochranes | Interment of Ashes (R. Brown) | £54.00 | BACS | EV1778 | CEM17 | Complete |
| 08/04/2024 | DCC | Income Collections (Returned payment) | £79.83 | BACS | EV1794 | N/A | Looks like they took payment in error & returned it |
| 09/04/2024 | Transfer | Transfer from Savings Account | £2,685.98 | T4 | T4 | T4 | T4 |
| 11/04/2024 | EDFS | Funeral Tea - 11/04/2024 | £100.20 | BACS | EV1787 | 3130 | Complete |
| 12/04/2024 | DCC | Horticultural - SH Bungalow grass cutting | £460.00 | BACS | EV1785 | 3118 | Complete |
| 12/04/2024 | HMRC | VAT Return | £2,232.58 | BACS | EV1788 | 3131 | Complete |
| 15/04/2024 | Transfer | Transfer from savings account | £2,000.00 | T6 | T6 | T6 | T6 |
| 15/04/2024 | Scotts Memorials | Added inscription Fee (MM Brown) | £52.00 | 100403 | EV1784 | CEM18 | Complete |
| 15/04/2024 | Transfer | Transfer from Savings Account | £6,938.08 | T7 | T7 | T7 | T7 |
| 16/04/2024 | Amber Dove | Function room deposit | £100.00 | BACS | EV1795 | 3149 | Complete |
| 17/04/2024 | T Mckellar | Deposit for Function (14/09/2024) | £100.00 | BACS | EV1789 | 3132 | Complete |
| 17/04/2024 | Transfer | Transfer from Savings Account | £215.78 | T8 | T8 | T8 | T8 |
| 17/04/2024 | Transfer | Transfer from Savings Account | £526.00 | T9 | T9 | T9 | T9 |
| 19/04/2024 | Spare Ten for Ben | Room Rental | £4,800.00 | 100404 | EV1790 | 3133 | Complete |
| 19/04/2024 | S. Champman | Transfer of Deed Fee | £25.00 | CEM22 | EV1791 | CEM21 | Complete |
| 19/04/2024 | Amber Martinez | Interment of Ashes Fee - JCAIRNS | £54.00 | BACS | EV1792 | CEM21 | Complete |
| 19/04/2024 | Transfer | Transfer from Savings Account | £4,385.99 | T10 | T10 | T10 | T10 |
| 25/04/2024 | Jonny Smith | Room Rental Income April | £390.00 | BACS | EV1796 | EV3143 | Complete |
| 26/04/2024 | Transfer | Transfer from Savings Account | £369.04 | T13 | T13 | T13 | T13 |
| 29/04/2024 | A Jones | Room rental Income April | £193.00 | BACS | EV1797 | EV3138 | Complete |
| 30/04/2024 | Transfer | Transfer from Savings Account | £1,500.00 | T14 | T14 | T14 | T14 |
| 30/04/2024 | Transfer | Transfer from Savings Account | £2,000.00 | T15 | T15 | T15 | T15 |
| 30/04/2024 | Transfer | Transfer from Savings Account | £6,759.60 | T16 | T16 | T16 | T16 |
| 30/04/2024 | Claire Martindale | Room Rental Income April | £183.00 | BACS | EV1799 | 3144 | Complete |
| Total Income | | | £121,633.12 | | | | |

Easington Village Parish Council— Reinstatement Cost Assessments

April 2024



Contents

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| Summary Fee Schedule | 3 |
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| Providing sustainability for our customers | 5 |
| Appendix A: Zurich Delivery Team | 6 |

Summary Fee Schedule

The proposal provides for reinstatement cost assessment services, in relation to Eastington Village Parish Council, as detailed below.

Item

Reinstatement Cost Assessment (RCA) Proposal Summary

On-site Survey and Reinstatement Cost Assessment Report

- A physical inspection of one property, to provide a detailed, site specific declared value, with presentation of final output and report based on:
 - Information gathered on site
 - Information provided by the customer
 - Information from publically available research sources

Properties for site-based reinstatement cost assessment

- Seaton Holme, Hall Walks, Easington Village, County Durham, SR8 3BS
- Durham Lane Cemetery, Durham Lane, Easington, Peterlee SR8 3BA

Total Costs: £3,950 ex VAT

This cost includes Risk Engineering travel and associated expenses.

Can we share the output of this work with Zurich Insurance plc as it pertains to underwriting the insurance policy? Please tick as appropriate.

Yes

No



Reinstatement Cost Assessment Programme Proposal

Zurich propose to conduct an analysis of one property on behalf of Eastington Village Parish Council. The proposal includes full on-site inspections for each location, with analysis and report.

On-Site Assessments

Site Assessment Key Deliverables

A professional report will be issued, which will include:

- A description of the property
- An accurate Declared Value, including an allowance for any special features or materials, external works, professional fees, demolition and debris removal, assuming replacement on a like for like basis, adhering to current building regulations and allowing for regional variation.
- A statement of the estimated rebuild period
- Presentation to customer of final output.

In order to complete site assessments additional information will be required ahead of the site visit although it is recognised some information will be dependent upon the leaseholder:

- Full addresses for each property
- Full floor plans for each property
- Confirmed internal and external access to all areas of the property
- GIA measurements for each property
- Current sum insured



Providing sustainability for our customers

Everything we do is aimed at protecting our customers, their people, their property, and their profit. By understanding risk across many industries and customer segments, we help reduce risk and mitigate loss. All of this provides **sustainability** for our customers in three key areas:

Environmental



Through our philosophy, approach, products and services, Zurich Risk Engineering provides **environmental** sustainability by:

Helping prevent losses that may otherwise harm the environment, such as serious fires and pollution.

If things go wrong, through our proactive risk improvement action management programs, we help mitigate losses and reduce their environmental impact.

Supporting customers with new build projects suggesting the latest safety design features and use of sustainable materials.

Sharing our expertise and contributing to global thinking to mitigate risks around flood, storm, and earthquake.

Social



Zurich Risk Engineering provides **social** sustainability by:

Keeping people safe, by preventing accidents and illness in the workplace. This has a societal impact in that we keep people working and reduce health service costs.

Ensuring the longevity and profitability of business organisations, securing jobs and the livelihoods of local communities.

By proactively managing risk for our customers, we give them the confidence to expand into new products, service areas and markets.

As well as maintaining financial integrity, we also help to protect brand and reputation.

Governance



Zurich Risk Engineering provides **governance** sustainability by:

“Zurich Recognised Solutions” This methodology provides a systematic approach to evaluating risk reduction technologies. Through this methodology we guide the use of corporate resources towards solutions intended to generate favourable reductions in risk scores and loss estimates.

We support our customers’ efforts around corporate governance reporting and fully understanding their responsibilities.

We help keep companies operational, maintaining jobs and

hence paying government tax income.




Appendix A: Zurich Delivery Team

Jack Taylor AssocRICS – Reinstatement Cost Assessments, Zurich Resilience Solutions UK

James Taylor MRICS – Reinstatement Cost Assessments, Zurich Resilience Solutions UK


Harry Eaton - Reinstatement Cost Assessments, Zurich Resilience Solutions UK

Contact Details




Call us on
0121 697 9131


We may record or monitor calls to improve our service.



Email us at
risksupport@uk.zurich.com



Write to us at
Zurich Risk Engineering
6th Floor
The Colmore Building
20 Colmore Circus
Queensway
Birmingham
B4 6AT



Visit us at
www.zurich.co.uk/business/our-expertise/risk-engineering



Planning: Weekly Lists – May 2024

Councillors – please note some items are listed from April due to an email error.

List: 02 April 2024

| | | | | | |
|--|-----------------|--------------------------|--|---|---|
| Easington/ Easington/ Village/ East South | DM/24/00331/FPA | Steadfast Security Group | Steadfast Group And Pygall Coaches Unit 1 Hackworth Road North West Industrial Estate Peterlee SR8 2JQ | Two storey side and first floor extensions to gatehouse to create an Alarm Receiving Centre (24hr CCTV monitoring service) | Mark Sandford Delegated (Approved 7 May 24) |
|--|-----------------|--------------------------|--|---|---|

List: 12 April 2024

| | | | | | |
|--|-----------------|-------------------------------------|---|--|-----------------------------|
| Easington/ Easington/ Village/ East South | DM/24/00905/TPO | Easington Village Parish Council | 2 East Grange Court Easington Village Peterlee SR8 3DG | Sycamore - crown raise of lower branches, reduce whole crown by 20%, remove deadwood, reduce branches overhanging property and balance, remove ivy on trunk and lower branches. | Jess White Delegated |
|--|-----------------|-------------------------------------|---|--|-----------------------------|

No further entries for Easington Village

A19 / A182 Junction Improvement Works Advanced Notice



Briefing note for Members

February 2024

Briefing note of: Steven Muse, Project Manager

Electoral division(s) affected:

Seaham: Karan Batey (LAB), David McKenna (LAB)

Murton: Robert Adcock-Forster (LAB), Julie Griffiths (LAB)

Deneside: Rochelle Charlton-Laine (LAB), John Purvis (LAB)

Dawdon: Kevin Shaw (LAB), June Watson (LAB)

Easington: David Boyes (LAB), Angela Surtees (LAB)

Shotton and South Hetton: Chris Hood (IND), Ivan Cochrane (IND)

Purpose of the report

To inform Members of the highway improvements being undertaken at the A19 / A182 junction, along with the reasons why these interventions are required and the implications on the highway network.

Background

Durham County Council and their contractor, BAM Nuttall, have started improvement works to improve traffic flow and enhance capacity at the A19 / A182 junction, to facilitate commercial development at Jade business park and in the local area. The improvements will support the expansion of the business park, allowing for the creation of an additional 500,000 sq. ft of commercial space and up to 2,000 jobs. It follows the first phase of development at the site, which opened in 2020 and is now fully occupied.

These works as well as forthcoming capacity improvements at Dalton Park traffic signals will also improve the traffic flow and journey times of general traffic.

Improved pedestrian and cyclist connections will be implemented across the A19 which currently severs movements for long distance and short distance cycle journeys along National Cycle Route 1.

What work will be completed?

The dumbbell roundabouts on each side of the A19 will be removed and converted into signalised junctions, with dedicated crossing facilities for pedestrians and cyclists. The existing number of traffic lanes on the A182 bridge, spanning the A19, will be increased, with widening also occurring on approaches to the junction. A new standalone cycle / footbridge spanning the A19 will be implemented as part of these works.

Programme of Works

Preparatory works have already been undertaken with the scheme programmed for completion Spring 2025.

Available programme of works can be found at: www.durham.gov.uk/A19/A182

Diversions

Some vehicular diversions will be required to facilitate specific construction phases. When vehicle diversion information is available it will be detailed at www.durham.gov.uk/A19/A182. Localised pedestrian and cyclist diversions will be in place and suitably signed throughout the various phases of work.

See [One Network Link](#) for details.

Although some disruption is inevitable we are doing everything possible to minimise the impact to businesses and residents, with phased work and night time closures where possible. On occasions, the dates of road closures may change due to unforeseen circumstances with communication streams updated to inform affected stakeholders.

Funding

The scheme is funded by the Local Growth Fund, Enterprise Zone Fund, Department for Transport, S106 funding and DCC local funding.

Communications

Effective communication will be delivered to all stakeholders during development of the scheme. In terms of the wider community and road users, publicity will include advance warning signs, website updates, social media and a press release.

Statutory bodies have been consulted with and all other stakeholders will be informed.

Updates on the scheme can be found at <http://www.durham.gov.uk/A19/A182>

For more information, you can contact us directly at:
A19/A182roadworks@durham.gov.uk

FW: Easington and Hetton 2022 Traffic Regulation Order Amendment - Proposals

Dougie Henderson <dougie.henderson@durham.gov.uk>

Wed 08/05/2024 09:08

To: Cllr Angela Surtees <a.surtees@durham.gov.uk>; Cllr David Boyes <david.boyes@durham.gov.uk>; Paul Moore <clerk@easingtonvillageparishcouncil.gov.uk>; Adam Robinson <Adam.Robinson@durham.gov.uk>; Ambulance <HQOpsAdmin@neas.nhs.uk>; Andrew Scott (Arriva) <scottand@arriva.co.uk>; Angela Redmond <Angela.Redmond@durham.gov.uk>; Arriva2 <johnstoneda@arriva.co.uk>; ccollinson@ddfire.gov.uk <ccollinson@ddfire.gov.uk>; Cllr Elizabeth Scott <Elizabeth.Scott@durham.gov.uk>; Cllr John Shuttleworth <jshuttleworth@durham.gov.uk>; EV Enquiries <EVENquiries@durham.gov.uk>; GNE1 <jeff.hodgson@gonortheast.co.uk>; GNE3 <roadworks@gonortheast.co.uk>; Jessica Anderson <jess.anderson@ddfire.gov.uk>; Joanne Kelley-Equalities <Joanne.Kelley@durham.gov.uk>; John Rochford <RochfordJ@arriva.co.uk>; Kieron Moralee <Kieron.Moralee@durham.gov.uk>; Lee Mowbray <lee.mowbray@durham.gov.uk>; Maxine Stubbs <maxine.stubbs@durham.pnn.police.uk>

📎 1 attachments (230 KB)

Stockton Road, Easington - Consultation Drawing (Rev_B).pdf;

Good morning,

This scheme has recently been handed over to myself due to colleagues leaving our team. Upon reviewing the consultation plans and responses, we have decided to amend a section of 'no waiting at any time' proposals on South Side. It was highlighted the lack of resident parking in the area; therefore, we are reluctant to remove all on-street parking directly outside residents' properties. It is still proposed to introduce sections of 'no waiting at any time' restrictions in the area, for a length suitable to protect the junction and to accommodate resident parking. Please find the plan attached relating to this area.

C151 Stockton Road / South Side, Easington:

- To introduce 'No waiting at any time' restrictions to the crossroad of Stockton Road and South Side. This was suggested by Durham Constabulary to improve visibility and traffic flow of vehicles by reducing obstructive parking in and around the junctions.

This scheme is currently with our legal team and will be going to formal advertisement in the coming weeks. During this period, there will be an opportunity for any comments or feedback you may wish to provide.

Kind Regards,
Dougie

Dougie Henderson
Senior Technician
Strategic Traffic Management
Durham County Council
County Hall
Durham
DH1 5UQ

Tel: 03000 268023

Email: dougie.henderson@durham.gov.uk



From: Joshua Wraith <Joshua.Wraith@durham.gov.uk>
Sent: 14 March 2023 14:00
To: Adam Robinson <Adam.Robinson@durham.gov.uk>; 'Ambulance' <HQOpsAdmin@neas.nhs.uk>; 'Andrew Scott (Arriva)' <scottand@arriva.co.uk>; Angela Redmond <Angela.Redmond@durham.gov.uk>; 'Arriva2' <johnstoneda@arriva.co.uk>; ccollinson@ddfire.gov.uk; Cllr Elizabeth Scott <Elizabeth.Scott@durham.gov.uk>; Cllr John Shuttleworth <jshuttleworth@durham.gov.uk>; 'GNE1' <jeff.hodgson@gonortheast.co.uk>; 'GNE3' <roadworks@gonortheast.co.uk>; Joanne Kelley-Equalities <Joanne.Kelley@durham.gov.uk>; 'John Rochford' <RochfordJ@arriva.co.uk>; Kieron Moralee <Kieron.Moralee@durham.gov.uk>; Lee Mowbray <lee.mowbray@durham.gov.uk>; Maxine Stubbs <maxine.stubbs@durham.pnn.police.uk>; Michelle McIntosh <Michelle.McIntosh@durham.gov.uk>; ParkingServices <ParkingServices@durham.gov.uk>; Passenger Transport <passengertransport@durham.gov.uk>; Paul Emerson <Paul.Emerson@durham.pnn.police.uk>; Peter Broxton <peter.broxton@durham.gov.uk>; 'Police South' <trafficmanagementsouth@durham.pnn.police.uk>; 'Road Haulage' <northern@rha.uk.net>; tonorth@logistics.org.uk; Tony Leckenby <tony.leckenby@durham.gov.uk>; Traffic Assets <TrafficAssets@durham.gov.uk>; Cllr Angela Surtees <a.surtees@durham.gov.uk>; Cllr David Boyes <david.boyes@durham.gov.uk>; clerk@easingtonvpc.co.uk
Cc: Lee Mowbray <lee.mowbray@durham.gov.uk>
Subject: RE: Easington and Hetton 2022 Traffic Regulation Order Amendment - Proposals

Good Afternoon,

Following the initial consultation, please see attached plans for the amendments to the Easington and Hetton 2023 Traffic Regulation Order Amendment. The amended proposals are as follows:

B1283 Seaside Lane/Paradise Lane, Easington:

- To introduce 'No waiting at any time' restrictions, from the existing restrictions on the junction of Paradise Lane in a western direction, as well as apposite the junction of Seaside Lane and Paradise Lane. This was requested by a Local Councillor and the Durham Constabulary to improve visibility for vehicles pulling out of the junction and reduce obstructive parking.
- To remove 4.8m of the existing 'no waiting at any time' restrictions to provide an additional space to park on Paradise Lane – offsetting the removal of parking in front of the nearby properties.

C151 Stockton Road / South Side, Easington:

- To introduce 'No waiting at any time' restrictions to the crossroad of Stockton Road and South Side. This was suggested by Durham Constabulary to improve visibility and traffic flow of vehicles by reducing obstructive parking in and around the junctions.

Should you have any comments regarding these proposals, I would be grateful to receive them by no later than the 4th April 2023.

From: Joshua Wraith
Sent: 02 November 2022 13:55
To: 'Adam Robinson' <adam.robinson@durham.gov.uk>; 'Ambulance' <HQOpsAdmin@neas.nhs.uk>; 'Andrew Scott (Arriva)' <scottand@arriva.co.uk>; Angela Redmond <Angela.Redmond@durham.gov.uk>; 'Arriva2' <johnstoneda@arriva.co.uk>; 'ccollinson@ddfire.gov.uk' <ccollinson@ddfire.gov.uk>; Cllr Elizabeth Scott <Elizabeth.Scott@durham.gov.uk>; Cllr John Shuttleworth <jshuttleworth@durham.gov.uk>; 'GNE1' <jeff.hodgson@gonortheast.co.uk>; 'GNE3' <roadworks@gonortheast.co.uk>; Joanne Kelley-Equalities <Joanne.Kelley@durham.gov.uk>; 'John Rochford' <RochfordJ@arriva.co.uk>; Kieron Moralee <Kieron.Moralee@durham.gov.uk>; Lee Mowbray <lee.mowbray@durham.gov.uk>; 'Maxine Stubbs' <maxine.stubbs@durham.pnn.police.uk>; Michelle McIntosh <Michelle.McIntosh@durham.gov.uk>; ParkingServices <ParkingServices@durham.gov.uk>; 'passengertransport@durham.gov.uk' <passengertransport@durham.gov.uk>; 'Paul Emerson' <Paul.Emerson@durham.pnn.police.uk>; Peter Broxton <peter.broxton@durham.gov.uk>; 'Police South' <trafficmanagementsouth@durham.pnn.police.uk>; 'Road Haulage' <northern@rha.uk.net>; 'tonorth@logistics.org.uk' <tonorth@logistics.org.uk>; Tony Leckenby

<tony.leckenby@durham.gov.uk>; 'Traffic Assets' <ns.traffic@durham.gov.uk>; Cllr Angela Surtees <a.surtees@durham.gov.uk>; Cllr David Boyes <david.boyes@durham.gov.uk>; 'clerk@easingtonvpc.co.uk' <clerk@easingtonvpc.co.uk>
Cc: Lee Mowbray <lee.mowbray@durham.gov.uk>; Daniel Morgan <daniel.morgan@durham.gov.uk>
Subject: Easington and Hetton 2022 Traffic Regulation Order Amendment - Proposals

Good Afternoon,

Please see attached plan outlining the proposed parking restriction as part of the Easington and Hetton 2022 Traffic Regulation Order Amendment. The proposal is as follows:

B1283 Seaside Lane/Paradise Lane, Easington:

- To introduce 'No waiting at any time' restrictions, from the existing restrictions on the junction of Paradise Lane in a western direction, covering the junction of Seaside Lane and Glebe Terrace. This was requested by local councillor to improve visibility for vehicles pulling out of the junction.
- To remove 4.8m of the existing 'no waiting at any time' restrictions to provide an additional space to park on Paradise Lane – offsetting the removal of parking in front of the nearby properties.

Should you have any comments regarding these proposals, I would be grateful to receive them by no later than 23rd November 2022.

Kind regards,

Joshua Wraith

Apprentice Traffic Engineer
Strategic Traffic Management
Regeneration, Economy and Growth
Room 4/103-112, County Hall, Durham
DH1 5UQ



☎ (03000) 265392

✉ Joshua.Wraith@durham.gov.uk

13–16 October 2022
Gala Durham
Clayport Library
Online



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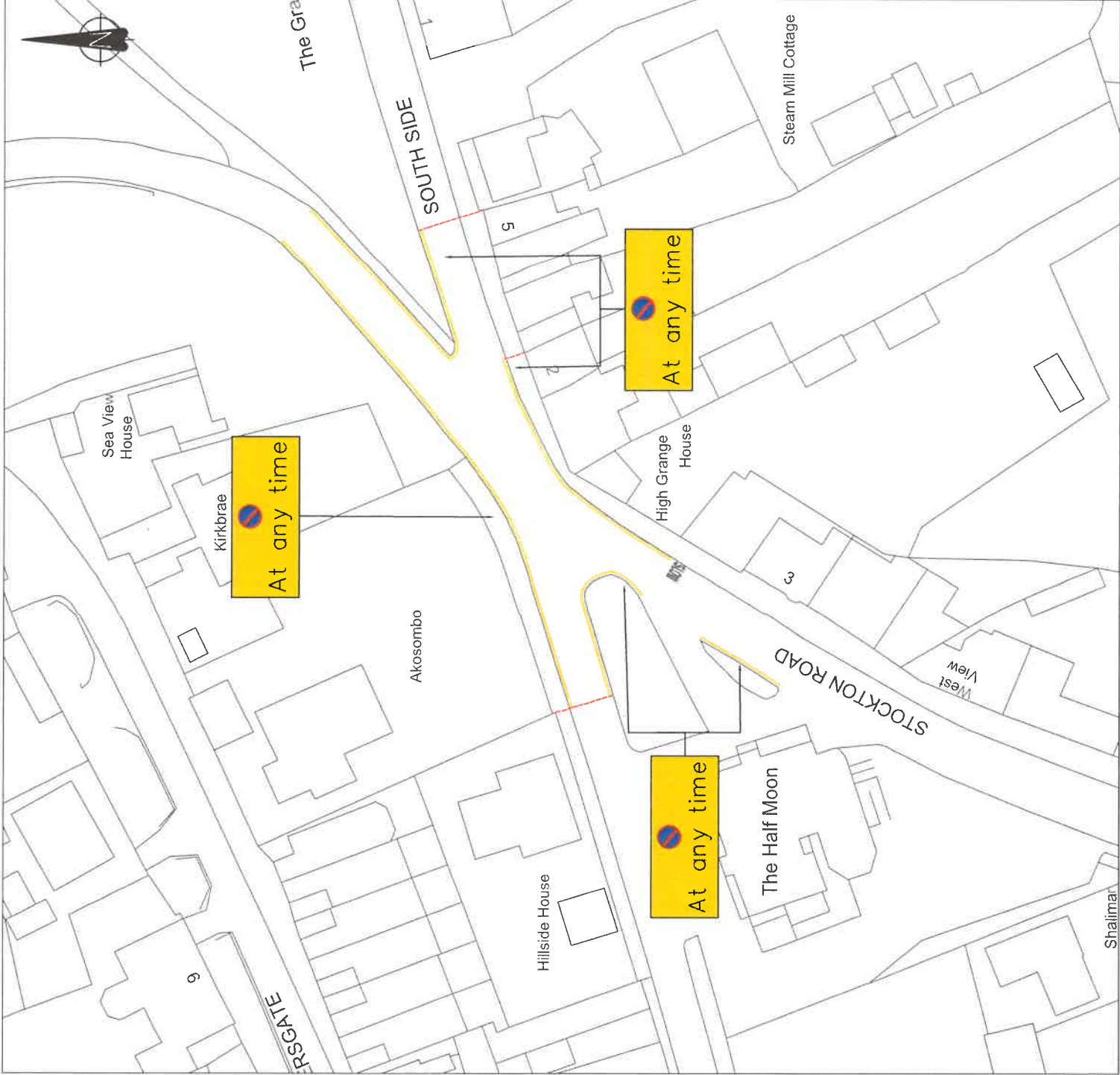
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Legend:

-  Proposed 'No Waiting at Any Time' restrictions (Double Yellow Lines).
-  Existing restrictions to remain unchanged.



| Rev | Drawn By | Date | Name | Approved By | Date | Name | Sign | Description Of Amendments |
|-----|-----------|-------|------------|-------------|-------|------------|------|--|
| 0 | J. Walsh | 02/23 | D. Morgan | | 02/23 | J. Morgan | | Extension of southern 'NMAAT' restriction on South Side |
| A | J. Walsh | 02/23 | D. Morgan | | 02/23 | J. Morgan | | Reduction of 'NMAAT' on South Side due to lack of resident parking |
| B | D. Heston | 02/24 | L. Kennedy | | 02/24 | L. Kennedy | | |

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Project: Easington & Hetton 2024 TRO
Drawing: Stockton Road - Consultation Drawing
Scale: 1:500 @ A3
Project Drawing No: TM/40038/24/164
Rev: B

Durham County Council
 Corporate Director
 Regeneration, Economy and Growth
 Strategic Traffic Management
 County Hall, Durham DH1 5JQ