

# Scaleby Parish Council



Clerk: Sarah Kyle  
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Chairman: Cllr. George McGarr OBE

9<sup>th</sup> March 2022

A meeting of Scaleby Parish Council is to be held on **Wednesday 16<sup>th</sup> March 2022** in the **Village Hall, Scaleby** at **7.30pm**. This is a public meeting and all are welcome. Do not attend if you show any COVID-19 symptoms.

Yours faithfully



Sarah Kyle  
**Clerk and Responsible Financial Officer**

## Agenda

- 1. Apologies for Absence**  
To receive written apologies and approve reasons for absence
- 2. Declarations of Interest and Request for Dispensations**
  - 2.1** The Clerk to report any requests received since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest
  - 2.2** To receive declarations by members of interests in respect of items on this agenda
- 3. Minutes of the meeting of the Parish Council held on 19<sup>th</sup> January 2022**  
To receive and approve the accuracy of the last minutes of the Parish Council and to authorise the Chairman to sign – [attached](#)
- 4. Public Participation**  
In accordance with Standing Order 3e the Chairman will, at their discretion:
  - 4.1** Invite members of the public to address the meeting in relation to the business to be transacted at this meeting
  - 4.2** Receive reports from City and County Councillors
- 5. Administrative Matters**
  - 5.1 Queen's Green Canopy**  
To receive an update regarding the tree planting
  - 5.2 Queen's Jubilee Celebrations**  
To consider commemorative plans and authorise expenditure as necessary

### **5.3 Standing Orders and Financial Regulations**

To note that the Clerk has reviewed the Standing Orders and Financial Regulations, with no amendments suggested to either document for the current Council year

### **5.4 Play Days**

To consider the hosting of the rural summer play day scheme

## **6. Finance Matters**

### **6.1 Clerk's Salary**

To consider authorisation for a 1.75% pay increase, from 1<sup>st</sup> April 2021, in line with standard NJC terms

### **6.2 Payments**

To authorise the payments below:

- Sarah Kyle, February Salary, £149.04
- HMRC, February PAYE, £32.80
- Sarah Kyle, March Salary (including back payment), £176.80
- HMRC, March PAYE, £39.60
- HSBC, bank charges, £16.00
- G McGarr, tree reimbursements, £557.23
- Stanwix Rural Parish Council, phone contribution, £18.00

### **6.3 Receipts**

To note the receipt of £250 and £340 from Carlisle City Council for wildflower planting and Jubilee commemorations

### **6.4 Bank Reconciliation and Budget Update**

To note the [attached](#) budgetary update and agree the bank reconciliation

### **6.5 Donation Requests**

To consider a donation request from the Great North Air Ambulance and from Scaleby Village Hall towards insurance costs

### **6.6 Banking**

To note the standing charge implemented by HSBC and to consider whether to switch to Unity Bank

### **6.7 Internal Audit Documents**

To consider adopting the updated [attached](#) documents and to review the effectiveness of the internal audit:

- internal audit checklist
- internal audit plan
- internal auditor terms of reference
- asset register
- risk assessment

### **6.8 Internal Auditor**

To consider the continuing appointment of Mrs P Cronin as internal auditor for the financial year 2021/22 and until further notice

## **6.9 Fidelity Insurance Guarantee**

To consider the adequacy of the above

## **7. Highways Matters**

### **7.1 Updates**

To verbally update on previously reported matters and bring new issues to the attention of the Clerk

### **7.2 Speeding**

To consider any update

### **7.3 Wild Flower Planting**

To receive an update

### **7.4 Verges**

To consider any update

### **7.5 Litter Picking**

To consider arrangement of the above

## **8. Planning Matters**

**22/0173 1 & 2 The Bothy Barns, West Highberries Farm, Scaleby, Carlisle, CA6 4LD** - Variation Of Condition 2 (Approved Documents) Of Previously Approved Permission 12/0007 (Change Of Use Of Redundant Farm Buildings Into 2no. Dwellings) To Alter Size & Layout Of Each Unit & Window Openings

To consider the Parish Council response

## **9. Councillor Matters**

To bring to the attention of the Clerk any new issues on behalf of residents.

*Note: no decisions can be made on these matters, but the Clerk may make investigations and/or they may be placed on a future agenda of the Council. Future agenda items should be submitted to the Clerk by 6<sup>th</sup> May 2022*

## **10. Date of Next Meeting**

To resolve that the Annual Parish Meeting will take place in Scaleby Village Hall on Wednesday 18<sup>th</sup> May 2022. The Annual Meeting of the Parish Council will directly follow its closure.

*Members are reminded that, in accordance with the code of conduct, they are required to declare any disclosable pecuniary interests or other registrable interests on a 'notification by member of pecuniary and other registrable interests' form. The code places a duty on all parish councillors to ensure that the information given in their notice of interest is current and it is a breach of the code should parish councillors fail to give further notice in order to ensure that their personal interests form is up to date. Members are therefore politely reminded of the need to complete a new form in respect of any change to their interests, including changes of employment, ownership or renting of property within 28 days of any change taking place.*

## SCALEBY PARISH COUNCIL

### Minutes of a Meeting held on Wednesday 19<sup>th</sup> January 2022 at 7.30pm in the Village Hall, Scaleby

**Present:** Cllr G McGarr (Chairman), Cllrs C Hogg, M Grant, G Little, R Marston and T Moore.

**In Attendance:** City/County Cllr J Mallinson. The Clerk, S Kyle.

#### **445/22 Apologies for Absence**

Apologies for absence were received and accepted from Cllr L Thompson.

#### **446/22 Declarations of Interest and Requests for Dispensations**

No declarations of interest were made and no requests for dispensations were received.

#### **447/22 Minutes of Meeting Held Wednesday 17<sup>th</sup> November 2021**

**Resolved** that the minutes of the last meeting of the Parish Council be agreed and signed by the Chairman as a true and accurate record.

#### **448/22 Public Participation**

No members of the public were present. City/County Cllr Mallinson updated Cllrs regarding the Local Government Reorganisation, noting elections will take place in May using the County Council division boundaries.

#### **449/22 Administrative Matters**

##### **449.1 Benches**

No updates were available.

##### **449.2 Book Swap Cabinet**

It was noted that the signage header had been installed and the cabinet appears to be working well with a good throughput of books.

##### **449.3 Village Greens and Common Lane**

Thanks were offered to Cllr Little for completing a visual inspection of the trees on PC maintained land. Cllr McGarr noted that he has reviewed all of the available ownership information and that letters of thanks had been sent to residents who currently assist with grounds maintenance.

##### **449.4 Queen's Green Canopy**

A plan showing proposed planting locations was circulated, noting trees will be placed in the hedgerow with landowners consent, so will not require Highways permission. Consideration is to be

given to a small planting ceremony. Consideration will also be given to the planting of a small hedge adjacent to the bench at Stoneknowe and any other areas deemed appropriate: Cllrs to forward suggested planting areas to the Chairman.

**Resolved** to purchase trees at a cost of £464.36 plus VAT. Thanks were offered to City/County Cllr Mallinson for a generous donation of £250 towards this project.

## **450/22 Financial Matters**

### **450.1 Payments**

**Resolved** to approve payments, including retrospective payments, as follows:

- Sarah Kyle, December Salary, £149.04
- HMRC, December PAYE, £32.80
- Sarah Kyle, January Salary, £149.04
- HMRC, January PAYE, £32.80
- Equiphase, domain renewal, £17.00
- Equiphase, website hosting, £66.00
- Scaleby Village Hall, rental, £25.00
- TG Moore, reimbursements, £22.67

### **450.2 Bank Reconciliation and Budget Update**

**Resolved** to receive and note a budget summary, with expenditure to date against budget, that had been circulated alongside the agenda. The balance at bank on 31 December 2021 was £10,516.26. Cllrs were reminded that excess monies should be allocated to suitable projects and that thought should be given to such projects as a matter of priority so that administration for them can be carried out in a timely manner.

## **451/22 Highways Matters**

### **451.1 Updates**

No updates were noted.

### **451.2 Speeding**

Cllr McGarr noted that he would seek an update from the CRASH group regarding possible initiatives to reduce speeding in the parish. Cllr Grant informed members that two separate accidents had occurred recently in Scaleby Hill, with speeding presumed to be linked to at least one of them.

### **451.3 Wildflower Planting**

It was noted that Cumbria Wildlife Trust have confirmed they are available to offer advice and guidance in the above, which has already received Highways consent on wider verges. Cllr Grant noted the concerns of one local farmer who did not wish any seeds to germinate in his field and questioned whether the Parish Council had sufficient insurance to cover any potential litigation. This is to be explored with the Wildlife Trust and County Council. Confirmation of the seeds or plugs to be purchased will be, of course, confirmed in advance of any planting, which may require the assistance of a local tractor owner to prepare the ground in advance.

#### **451.4 Verges**

Cllr McGarr informed members that a request for kerbstones at Scaleby Hill had been submitted. Drainage issues at Barclose were noted and are to be reported.

#### **452/22 Planning Matters**

**21/1002 West Brightenflatt Caravan Park, Scaleby, Carlisle, CA6 4JY** - Change Of Use Of Field To Facilitate An Extension To The Existing Camping And Caravan Site, Comprising The Provision Of 9no. Additional Caravan/Tent Pitches And Associated Infrastructure

**Resolved** to note that the Clerk responded under delegated powers with no representations and that permission has been subsequently granted.

#### **453/22 Councillor Matters**

**Cllr McGarr** queried which group had been responsible for the organisation of previous jubilee celebrations? It was noted that the Village Hall are meeting on 8<sup>th</sup> February and will discuss potential events. The marking of the event by the Council will be considered further at the March meeting, with a possible donation towards celebrations or street party (location dependent) to be discussed.

**Cllr Marston** noted thanks to Cllrs Moore and Grant for their work in installing the two new benches, which are to be welcome additions once the warmer weather arrives.

**Cllr Moore** noted that the repair of the Scaleby Hill noticeboard was completed and the Barclose board will be refurbished next.

#### **454/22 Date of Next Meeting**

**Resolved** that the Parish Council will be held in Scaleby Village Hall on Wednesday 16<sup>th</sup> March at 7.30pm. Dates for a community litter pick will be to arrange at the meeting. The meeting will take place subject to a review of the business to transact, COVID regulations, hall accessibility and member availability at that time.

There being no further business the Chairman closed the meeting at 8.12pm.

Scaleby Parish Council Budget 2021 22										
Income										2020 21 Actual
Item	Budget 2021/22	May	July	September	November	January	March	TOTAL	%	TOTAL
Brought Forward	£ 9,769							£ 7,778.26		£ 7,778.26
Precept	£ 5,400	£ 5,400.00						£ 5,400.00	100%	£ 5,400.00
CTRS								£ -	0%	£ -
Play Days								£ -	0%	£ -
Grants							£ 590.00	£ 590.00	0%	£ 600.00
Advertising								£ -	0%	£ -
VAT repayment								£ -	0%	£ -
Other								£ -	0%	£ -
<b>TOTALS</b>	<b>£ 5,400</b>	<b>£ 5,400.00</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 590.00</b>	<b>£ 5,990.00</b>	<b>111%</b>	<b>£ 6,000.00</b>
Expenditure										
Projects	(CLP Led)	£ 500			£ 826.00	£ 371.66	£ 557.23	£ 1,754.89	351%	£ -
	SPAAF Days	£ 1,050			£ 432.00	£ 150.00		£ 582.00	55%	£ -
	Legal Costs							£ -	0%	£ -
Defibrillator	Running Costs							£ -	0%	£ -
Clerk	Gross Salary	£ 2,221	£ 363.68	£ 545.52	£ 363.68	£ 363.68	£ 363.68	£ 2,000.24	90%	£ 2,184.47
	Other	£ 12	£ 8.00					£ 8.00	67%	£ 11.00
Admin & Stationery		£ 150			£ 24.94	£ 120.00	£ 16.00	£ 160.94	107%	£ 150
Maintenance		£ 100	£ 139.13					£ 139.13	139%	£ 157.74
Subs		£ 140						£ -	0%	£ 136.31
Audit								£ -	0%	£ -
Insurance	PC & VH	£ 369	£ 354.91					£ 354.91	96%	£ 351.00
Newsletter	Stamps & printing	£ 250	£ 95.00		£ 182.40			£ 277.40	111%	£ 97.68
Website		£ 82				£ 17.00	£ 66.00	£ 83.00	101%	£ 86.00
Info Commissioner		£ 35		£ 35.00				£ 35.00	100%	£ 35.00
Village Hall Rental		£ 175				£ 75.00		£ 75.00	43%	£ -
Donations/Grants	Church	£ -						£ -	0%	£ 0
	Village Hall	£ 700						£ -	0%	£ 600.00
	Welfare Committee	£ 100						£ -	0%	£ -
	Others	£ 200						£ -	0%	£ 200.00
Training		£ 80		£ 20.00				£ 20.00	25%	£ -
Contingency fund		£ 250						£ -	0%	£ -
VAT					£ 165.20			£ 165.20	0%	£ -
<b>TOTALS</b>		<b>£ 6,414</b>	<b>£ 960.72</b>	<b>£ 600.52</b>	<b>£ 1,994.22</b>	<b>£ 1,097.34</b>	<b>£ 1,002.91</b>	<b>£ 5,655.71</b>	<b>88%</b>	<b>£ 4,009.20</b>

Bank Reconciliation 28 February 2022		
Balance b/forward	£	9,769.06
add receipts	£	5,990.00
Less expenditure	£	5,655.71
<b>Cash Book Balance</b>	<b>£</b>	<b>10,103.35</b>
<b>Balance at Bank 28 February 2022</b>	<b>£</b>	<b>10,103.35</b>

### Scaleby Parish Council Internal Audit Review Checklist – Part 1 – Meeting Standards

Expected Standard	Evidence of Achievement	Yes/ No	Areas for Development
1. Scope of internal audit	Terms of reference for internal audit were (re) approved by full council on 16.03.22 and remain on-going	Yes	
	Internal audit work takes into account both the councils risk assessment and wider internal control arrangements.	Yes	
	Internal audit work covers the council's anti-fraud and corruption arrangements.	Yes	
2. Independence	Internal audit has direct access to those charged with governance (see financial regulations).		
	Reports are made in own name to management.	Yes	
	Internal audit does not have any other role within the Council.		
3. Competence	There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity.	Yes	
4. Relationships	All responsible officers (Clerk/RFO) are consulted on the internal audit plan (evidence is on audit files).	Yes	
	Respective responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters (job descriptions and engagement letter).		Member training would be beneficial but not essential
	The responsibilities of council members are understood; training of members is carried out if necessary (see Member training plan).		
5. Audit planning and reporting	The annual internal audit plan properly takes account of all the risks facing the council and has been approved by the council 16 March 2022	Yes	
	Internal audit has reported in accordance with the plan		

Characteristics of 'effectiveness'	Evidence of Achievement	Yes/No	Areas for Development
Internal audit work is planned	Planned internal audit work is based on risk assessment and designed to meet the Council's needs.	Yes	
Understanding the whole organisation, its needs and objectives	The annual audit plan demonstrates how audit work will provide assurance for the council's Annual Governance Statement.	Yes	
Be seen as a catalyst for change	Internal audit supports the council's work in delivering improved services to the community.	Yes	
Add value and assist the organisation in achieving its objectives.	The council makes positive responses to internal audit's recommendations and follow up with action where this is called for.	Yes	
Be forward looking	In formulating the annual audit plan, national agenda changes are considered.  Internal audit maintains awareness of new developments in the Councils services, risk management and corporate governance arrangements.	Yes	
Be challenging	Internal audit focuses on the risks facing the council.  Internal audit encourages managers/members to develop their own responses to risks, rather than relying solely on audit recommendations.	Yes	
Ensure the right resources are available	Adequate resource is made available for internal audit to complete its work. Internal audit understands the council and the legal and corporate framework in which it operates.	Yes	

## **SCALEBY PARISH COUNCIL**

### **INTERNAL AUDIT PLAN 2021/22**

To safeguard Scaleby Parish Council finances there are 3 systems of control:

- Internal control,
- External Audit and
- Internal Audit

Internal audit is a key component of the system of internal control. Its purpose is to review whether the systems of financial control and other controls over the activities of the council are adequate, effective, and in line with current regulations. Internal audit can assist the council in its responsibility for the prevention and detection of fraud, corruption, error and mistakes.

The Internal Auditor is independent of the operations (financial control/management) of the Council and competent in the understanding of the law as applicable to Local Councils, of simple accounting and basic PAYE and VAT requirements.

The appointment of the Internal Auditor, along with agreed Terms of Reference, will be verified by the Council once per year. Any change in personal circumstances that may cause a question over the independence requirement must be reported to the Council.

The Internal Auditor will carry out under the direction and management of the Council (or as may be delegated to a Committee or to the Clerk) the following tasks:

- To review the accounting and internal control systems after the year end accounts have been completed. A mid-term review will be held in October if payments are significantly higher than anticipated or there has been any unbudgeted expenditure. This requirement will be suspended if necessary, for example, in times of national lockdown.
- To report in writing to Council each year on the results of such tests of the system that are carried out;
- To report to Council in the format required in the Annual Return and to provide assurance for the council's Annual Governance Statement.
- To carry out test checking of the books accounts and vouchers as required.

These Tasks will be carried out using the guidance taken from Governance and Accountability for Local Councils: A Practitioners Guide 2014 and the schedule below suggests an approach to the testing of the key controls to provide assurance that the minimum level of coverage has been met and that all known risks are managed adequately.

A review of the effectiveness of the internal audit process will be carried out once per year by the Council. This will be done in conjunction with a review of the Council's internal controls (as set out in the financial regulations and standing orders) and the risk management procedures

## **SCALEBY PARISH COUNCIL**

Reviewed 16 March 2022

### **Internal Auditor Terms of Reference**

#### **Roles and Responsibilities**

1. To complete the Annual Internal Auditor's Report on the Annual Return, and present an additional written or verbal report to the Parish Council, if necessary.
2. Review and comment on, if necessary, the six monthly financial statements prepared by the Responsible Financial Officer (RFO) for the Parish Council.
3. Review and comment on, if necessary, the annual budget prepared by the RFO before submission to the Parish Council.
4. Undertake any special investigation of the Parish Council's accounting procedures as the Parish Council may require.

#### **Period of Appointment**

Initially for 12 months w.e.f. 1st April 2014 renewable by mutual agreement annually thereafter.

#### **Remuneration**

1. The Internal Auditor shall be not be paid by the Parish Council. Expenses may however be claimed by submission of receipt or invoice.

#### **Access to Information**

1. The Parish Council shall ensure by instruction to the RFO that the Internal Auditor has access to all accounting books and records and answer any questions that the Internal Auditor may require.

### **Acceptance of the engagement as Internal Auditor to Scaleby Parish Council**

Signed \_\_\_\_\_

Dated \_\_\_\_\_

## **Audit Control Objectives:**

1. Appropriate books of account have been properly kept throughout the year:
  - Up-to-date cash book
  - Balances verified against bank statement
2. The Councils financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT appropriately accounted for.
  - Formally adopted standing orders
  - Formally adopted financial regulations
  - Payments supported by invoices
  - Expenditure approved and minuted
  - Verification before payment (two signatures, cheque book stub initialled)
  - Two quotes obtained for significant expenditure
  - Proper legal power available for expenditure (confirm with Clerk)
  - VAT identifiable for each reclaim
  - Section 137 limit is not exceeded
3. The Council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.
  - Annual risk assessment formally adopted
  - Insurance review carried out annually
  - Budget setting carried out annually
  - Expenditure minuted accurately
4. The annual precept requirement resulted from an adequate budgetary process, progress against the budget was monitored and reserves were appropriate.
  - Budget properly prepared and adopted as precept
  - Regular reporting of any variances
  - Adequate reserves maintained
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for,
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.
7. Salaries to employees and allowances to members were paid in accordance with Council approvals, and PAYE and NI requirements were properly applied.
8. Asset and investment registers were complete and accurate and properly maintained.
9. Periodic and year-end bank account reconciliations were properly carried out.
10. Accounting statements were prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.
11. Trust funds (including charitable) The Council has met its responsibilities as a trustee.

## Scaleby Parish Council

### Risk assessment and management (financial) for the period 1st April 2021 to 31st March 2022

Topic	Risk Identified	Risk Level H/M/L/	Management of Risk	Staff action
Precept	Not submitted	L	Full Minute - RFO to follow up	Diary
	Not paid by DC	L	Confirm receipt - RFO to follow up	Diary
	Adequacy of precept	H	Quarterly review of budget to actual	RFO and Internal Auditor Diary
Other income	Cash handling	L	Cash handling is avoided, but where necessary, appropriate controls are in place	Annually reviewed
	Cash banking	L	RFO to bank cheques, cash, check to against bank statements. Regular bank reconciliations	RFO and Internal Auditor Diary
Grants	Claims procedure	M	Clerk/RFO Check as required	Diary
	Receipt of grant when due	M	Clerk/RFO Check as required	Diary

Reviewed and adopted on:

16-Mar-22

## Scaleby Parish Council

### Risk assessment and management (financial) for the period 1st April 2021 to 31st March 2021

Topic	Risk Identified	Risk Level H/M/L/	Management of Risk	Staff action
Salaries	Wrong salary/hours/rate paid	M	Check salary to hour. Check hours and rate to contract	Member to verify
	Wrong deductions - NI and Income tax	M	Check to PAYE Calculations	Member to verify
	Self employed status challenged	L	Not applicable as employed status recorded	Member to verify
Direct Costs and overhead expenses	Goods not supplied to Council	M	Follow up on all orders	RFO to check
	Invoice incorrectly calculated or recorded	L	Check calculations on invoices. Check bank statements	Member to verify
	Cheque payable is excessive or to wrong party	L	Signatories(2) initial stub and voucher	Approval by signatories
Grants & Support	No power to pay or no evidence of agreement of Council to pay	M	Minute council agreement with the power used to authorise payment if in query	Member to verify
	conditions agreed	L	Agree and document any reasonable conditions	RFO to check
Election Costs	Invoice at agreed rate	L	RFO check and Councillors consider against budget	RFO to check
VAT	VAT analysis	M	All items listed on Parish Accounts	RFO to check
	Charged on purchases	L	Checked against Parish Account lists	RFO to check
	Claimed within time limits	M	Agree returns submitted with Internal Auditor	RFO / Internal Auditor Diary

### Risk assessment and management (financial) for the period 1st April 2021 to 31st March 2022

Topic	Risk Identified	Risk Level H/M/L/	Management of Risk	Staff action
Reserves - General	Adequacy	L	Consider at Budget setting	Parish Cllrs. RFO & Internal Auditor review
Reserves - Earmarked	Adequacy	L	Consider at Budget setting and Annual Parish Meeting	Parish Cllrs. RFO review
	Unidentified Earmarked or Contingent liability	L	Review Minutes	Parish Cllrs, RFO review
Assets	Loss, Damage etc	M	Annual inspection, update insurance and assets register, if necessary	Diary
	risk of damage to third party property or individuals	M	Review annually Public Liability Insurance	Diary
Staff	Loss of key personnel (Clerk)	L	Hours, health, stress, training, long term sickness, early departure - risk monitored and managed as appropriate	Parish Cllrs, RFO review
	Fraud by staff	L	Monitored between the Clerk/RFO, Internal Auditor and Chairperson	Parish Cllrs, RFO review
Loss	Consequential loss due to critical damage or third party performance	L	Review adequacy of Insurance cover	Diary
Maintenance	Reduced value of assets or amenities - loss of income or performance	M	Annual maintenance inspection	Diary
Legal Powers	Illegal activity or payment	M	Educate Council as to thir legal powers	Diary
Financial Records	Inadequate records	L	Cler/RFO and internal auditor regularly check and review	Diary
Minutes	Accurate and legal	L	Reviewed at following meeting	Diary
Members Interests	Conflict of interest	M	Declarations of interest to be documented, signed, minuted and files and any conflict	Diary

Ref No	Date Purchased	Description	Location	Identification/ Serial Number	Purchase Price (or equivalent)	Notes	Discharge/Disposal
1	Unknown	War Memorial	Village Hall	n/a		(Asset value for £1 audit only, asset not insured	
2		Village Hall Building and Car Park (contents not incl.)	Scaleby	n/a		(Insurance asset £1 proper value - for audit £1)	
3	20-Dec-01	3 x Noticeboards	Village Hall + Bar close and Scaleby Hill	n/a	£768.45		
4	n/a	Village Green	Stoneknowe	VG41	£1		
5	n/a	Village Green	Scaleby Hall Village Green	VG425	£1		
6	n/a	Common Land	Hunley Moss	CL161	£1		
7	04-Aug-10	Printer	Clerks Home			disposed	
8	04-Aug-10	Filing Cabinet	Clerks Home	n/a	169.62		
9	04-Aug-10	Laptop	Clerks Home	TBC		disposed	
10	14-Jul-11	Map Board	Village Hall	n/a	£1,213.84		
11	Jan-14	Defibrillator and cabinet	Village Hall	n/a	£1,000		
12	Oct-15	Litter picking equipment	Village Hall	n/a	£77		
13	Mar-15	Flag pole	Village Hall	n/a	£185		
14	Mar-15	Grit bins	various	n/a	£520		
15	Mar-15	Signs	various	n/a	£75		
16		Laptop			£274		
17		Printer			£102		
18	Aug-21	Bench & fixings	Scaleby Hill	n/a	£413		
19	Aug-21	Bench & fin	Longpark	n/a	£413		
20	Oct-21	Book cabinet & bracket	Scaleby Village Hall	n/a	£331		
					<b>£5,547</b>		