

MINUTES OF THE MEETING OF ARMTHORPE PARISH COUNCIL HELD IN ARMTHORPE COMMUNITY CENTRE,
WELFARE PARK, CHURCH STREET, ARMTHORPE, ON TUESDAY, 06 MAY 2025

PRESENT:

Chairperson: Councillor C Brodhurst Brown.

Councillors: A Barrington, A Bradley, L Bradley, A Duckitt, C Head, T Needham, E North, S Rose, and M Walton.

Clerk to the Council: S Youngman.

Ten members of the public.

01 ELECTION OF CHAIRPERSON

Council members were asked to nominate a Chairperson for the ensuing year.

RESOLVED: To elect Councillor C Brodhurst Brown.

Councillor C Brodhurst accepted the nomination and signed the Acceptance of Office form.

02 ELECTION OF VICE CHAIRPERSON

Council members were asked to nominate a Vice Chairperson for the ensuing year.

RESOLVED: To appoint Councillor S Rose.

Councillor S Rose accepted the nomination and signed the Acceptance of Office form.

03 APOLOGIES

Apologies were received from Councillors C Parry.

RESOLVED: To approve the reasons for absence.

04 ITEMS TO WHICH THE PUBLIC AND PRESS ARE TO BE EXCLUDED FROM

None.

05 DECLARATIONS OF PERSONAL AND PREJUDICIAL INTERESTS

None.

06 DECLARATION OF GENERAL POWER OF COMPETENCE

Council members were provided with a report to explain the purpose of the General Power of Competence and the criteria required to make the declaration.

RESOLVED: To declare General Power of Competence.

Armthorpe Community Centre, Welfare Park, Church Street, Armthorpe, Doncaster, DN3 3AG

Tel: 01302 830543

07 MINUTES OF THE FULL COUNCIL MEETING HELD ON 01 APRIL 2025

RESOLVED: That the minutes of the meeting be approved and signed as a true record of the meeting.

08 MINUTES OF THE COMMUNITY CENTRE & GENERAL-PURPOSE MEETING HELD ON 18 MARCH 2025

RESOLVED: That the minutes of the meeting be noted as being received.

09 MINUTES OF THE EVENTS MEETING HELD ON 18 MARCH 2025

RESOLVED: That the minutes of the meeting be noted as received.

10 MINUTES OF THE STRATEGIC PLANNING MEETING HELD ON 24 MARCH 2025

RESOLVED: That the minutes of the meeting be noted as received.

11 PLANNING

1. New Applications.

25/00464/FUL: 86 Mansfield Crescent: Erection of ground floor rear extension. The Clerk advised that Doncaster Council had already approved the application.

25/00171/FUL: 28 Pinewood Avenue: Change of use of land to domestic curtilage, erection of new boundary wall/fence and gates and installation of dropped kerb. No objections were raised.

12 FINANCE

a. Bank Reconciliation

Council members were provided with the bank reconciliation dated 31st March 2025.

RESOLVED: To approve the statement.

b. CCLA Statement

Council members were provided with the statement dated 1st April 2025.

RESOLVED: To note receipt of the statement.

c. Schedule of Payments

Method	Payee	Item	Amount
DD	CF Corporate Finance	Photocopier Lease	£301.50
	BT	Broadband – Community Centre	£59.94
	EDF Energy	Electricity	£1.00
	Doncaster Council	Business Rate – Community Centre	£1,223.50
BACS	D Hoyes	Light Bulbs	£26.28
		Wood & Glue	£10.20
	S Youngman	Bowls	£56.76
	R Power	Singalong Sessions – March	£200.00
	Armthorpe Welfare Bowling Club	Donation	£500.00
	J P Glasby Ltd	Emergency lighting test and electrical works	£732.00

Armthorpe Community Centre, Welfare Park, Church Street, Armthorpe, Doncaster, DN3 3AG

Tel: 01302 830543

	DSA Gardening	Grounds maintenance visits x 2	£1,056.00
	Bar 24 Ltd	Rent & service charges	£2,807.48
	Zurich Town & Parish Insurance	2025-2026 insurance	£3,149.85
	Armthorpe Community Library	Easter party	£200.00
	D J Whitehead	Refund	£152.00
	M Dymniuk	Tea dance sessions	£240.00
	Armthorpe Community Theatre	Pantomime income	£947.40
DD	Waterplus	Surface water charges – Community centre	£213.36
	O2	Sports & Recreation mobile phone charges	£28.20
BACS	Wages	Wages	£16,967.04
DD	Sage Software	Payroll subscription	£82.80
BACS	Shaw Wood Academy	Street food event funding	£2,000.00
	YLCA	Training – S Youngman	£10.00
	Dining Diva Catering Supplies	Cleaning supplies	£45.53
	C Murdoch	Refund	£129.00
	Abounce Around	Inflatables – Easter programme	£1,200.00
	YLCA	Membership	£1,791.00
	J P Glasby Ltd	Installation of LED lighting and timers	£2,112.00
	M Dymniuk	School tea dance session	£60.00
	Doncaster Council	Grounds maintenance fees	£288.90
		Rent	£2.00
	LITE	Christmas lighting fees	£19,642.08
DD	Doncaster Council	Waste removal fees	£987.35
	South Yorkshire Pension Authority	Pension contributions	£3,507.00
BACS	Doncaster Council	The Acorn Hub – Business rates	£1,447.10
DD	BT	The Acorn Hub – Broadband	£36.23
	Quando Drinks Ltd	Bar supplies	£1,487.21
	British Gas	Gas supply – Community centre	£413.22
	Copy Print Scan	Photocopying charges	£126.58
	Onecom	Telephone charges – Community Centre	£161.63
	Worldpay	Card machine fees	£172.82
		Subscription	£12.00
	Tesco Mobile	Clerk mobile phone charges	£33.99
	Information Commissioners Office	Data protection fee	£78.00
	HMRC	PAYE & NI contributions	£3,386.60
CC	We Can Source It Ltd	Cleaning supplies	£20.74
	Amazon	Ceiling hooks	£8.99
		Chair bows	£5.99
		LED lights	£39.58

Armthorpe Community Centre, Welfare Park, Church Street, Armthorpe, Doncaster, DN3 3AG

Tel: 01302 830543

Viking	Stationery	£201.30
Aldi	Tea dance supplies	£11.30
B&M	Kitchen supplies	£3.00
	Kitchen supplies	£15.25
Amazon	Hook & loop tape	£6.95
	Kitchen supplies	£32.37
	Kitchen supplies	£79.96
	Kitchen supplies	£79.96
	Kitchen supplies	£39.98
	Table centre pieces	£47.98
Armthorpe Pet Supplies	Screws	£2.60
Amazon	Cutlery	£60.20
Aldi	Bar supplies	£4.36
Amazon	Kitchen supplies	£18.92
Aldi	Tea dance supplies	£13.47
Amazon	Kitchen supplies	£18.92
	Kitchen supplies	£9.46
	Kitchen supplies	£47.30
B&M	Kitchen supplies	£52.00
	Kitchen supplies	£18.00
Aldi	Tea towels	£18.24
	Milk	£2.15
Amazon	Screws	£8.48
Branded Sportswear Ltd	Trophies	£617.25

RESOLVED: To approve the payments.

d. Asset Register

Council members were provided with a copy of the updated Asset Register.

RESOLVED: To approve the register.

e. Appointment of members to check the monthly accounts.

RESOLVED: To appoint Councillor C Head and A Duckitt.

f. Review of signatories for the Co-operative Bank account.

The Clerk advised that after the elections, only two Councillors are signatories and able to approve online payments. A request was made for additional Councillors to be added to the mandate.

RESOLVED: For Councillors, A Bradley, and S Rose to become signatories.

13 **TERMS OF REFERENCE**

Council members were provided with a copy of the report detailing the purpose and membership of each committee.

RESOLVED: To approve the Terms of Reference.

Armthorpe Community Centre, Welfare Park, Church Street, Armthorpe, Doncaster, DN3 3AG

Tel: 01302 830543

14 APPOINTMENT OF MEMBERS TO COMMITTEES

Council members were asked to consider joining committees for the ensuing year.

RESOLVED: For the following members to be appointed to each committee:

COMMUNITY CENTRE & GENERAL PURPOSES	FINANCE
A BRADLEY	BRODHURST BROWN
L BRADLEY	NEEDHAM
BRODHURST BROWN	NORTH
HEAD	ROSE
NEEDHAM	WALTON
NORTH	VACANCY
WALTON	VACANCY
VACANCY	VACANCY
VACANCY	VACANCY
VACANCY	VACANCY
VACANCY	
VACANCY	STAFFING
VACANCY	BRADLEY
	BRODHURST BROWN
DISCIPLINARY & GRIEVANCE	DUCKITT
L BRADLEY	HEAD
NEEDHAM	NORTH
ROSE	VACANCY
WALTON	VACANCY
VACANCY	
VACANCY	FREEMAN
	BRODHURST BROWN
STRATEGIC PLANNING	HEAD
BARRINGTON	NEEDHAM
BRODHURST BROWN	WALTON
HEAD	VACANCY
NEEDHAM	
ROSE	SPORTS AND RECREATION
WALTON	HEAD
VACANCY	NEEDHAM
	NORTH
EVENTS	WALTON
BARRINGTON	VACANCY
L BRADLEY	
BRODHURST BROWN	
HEAD	
NORTH	
ROSE	

Armthorpe Community Centre, Welfare Park, Church Street, Armthorpe, Doncaster, DN3 3AG

Tel: 01302 830543

VACANCY	
---------	--

15 STAFFING STRUCTURE

Council members were provided with a copy of the updated staffing structure and were provided with an overview of the changes.

RESOLVED: To acknowledge receipt of the structure.

16 COMMUNITY CENTRE STORAGE CONTAINERS

a. Cost to move the containers.

The Clerk advised that if Council members had to employ a contractor to move the containers the cost would be approximately £2,000.

b. Sale value of Containers

The Clerk advised the offer received to purchase and remove the containers remained at £1,600.00. Councillor A Bradley advised that if the Scout group were able to have one of the containers, they would cover the transport fees.

c. Staff Car Park Costs

The Clerk advised that quotes are being sought for the proposed project and costs would be available at the next meeting.

17 COUNCIL VACANCIES

The Clerk advised that there are three vacancies, and a co-option notice will be published in the next few days.

18 SOLAR PANEL PROJECT

The Clerk advised that there is the opportunity to apply for £12,500 towards solar panels and members were provided with two quotes from Turbine Energy to install 55 units at a cost of £12,434 or 113 units at a cost of £34,625 (both figures are net of the funding).

RESOLVED: To approve the quote for 113 units, providing the application for funding is successful.

19 DATE AND TIME OF NEXT MEETING

RESOLVED: To meet arrange the Annual Parish meeting on Tuesday 27 May 2025 at 7pm and the next Full Council meeting on Tuesday 03 June 2025 at 7pm.

20 MEMBERS ITEMS

Councillor A Barrington asked why all the noticeboards in the village do not have the same information in. The Clerk confirmed that it is not always possible to display all the information, so some boards have been allocated for specific information. Council agreed that each board should contain the same information.

ARMTHORPE PARISH COUNCIL

LIST OF PLANNING APPLICATIONS FOR CONSIDERATION
AT THE MEETING TO BE HELD ON 03 JUNE 2025

Reference	Property	Application
25/00883/FUL	73 Doncaster Road	Erection of a new front boundary wall to replace existing, application of silicone plaster to exterior walls and removal of chimney stack.



Mrs. Sarah Youngman
Armthorpe Parish Council
Armthorpe Community Centre
Welfare Park
Church Street
Armthorpe
Doncaster
DN3 3AG

Contact: Phoebe Chan
Tel: 01302 737283
E-Mail: Phoebe.Chan@doncaster.gov.uk
Our Ref: 25/00883/FUL

DN6 9RA

Date: 13th May 2025

NOTIFICATION OF PLANNING APPLICATION

Grid Ref **E: 461628 N: 404998**

Date Valid **7th May 2025**

Proposal **Erection of a new front boundary wall to replace existing, application of silicone plaster to exterior walls and removal of chimney stack**

Location **73 Doncaster Road Armthorpe Doncaster DN3 2BT**

Applicant

**Mrs Medhavi Sakunthala Somaratne
Konara Mudiyansele
73 Doncaster Road
Armthorpe
Doncaster
DN3 2BT**

Constraints

**Finn Airport Bldg Height exceed 90m
Airport Safeguarding
Ancient Woodland
Area Manager
Bird Circle
Gas Areas
Community Facilities Policy Consultation
Coal Authority Low Risk Area
Education Consultation Zone
Gypsy Travelling Showpeople Policy Consultation
Consultee for Heritage Asset
Housing Policy Consultation
Internal Drainage Board
Landfill Site
Minerals Safeguarding Areas
Neighbourhood Plan
Nuclear Sites Special Cases
Openspaces
PEDL License Areas
Potential for Tall Building (Fire Regs)
Renewable Energy Policy Consultation
Residential Policy Area
Sherburn Aero Club
Site of Special Scientific Interest
Site of Special Scientific Interest**

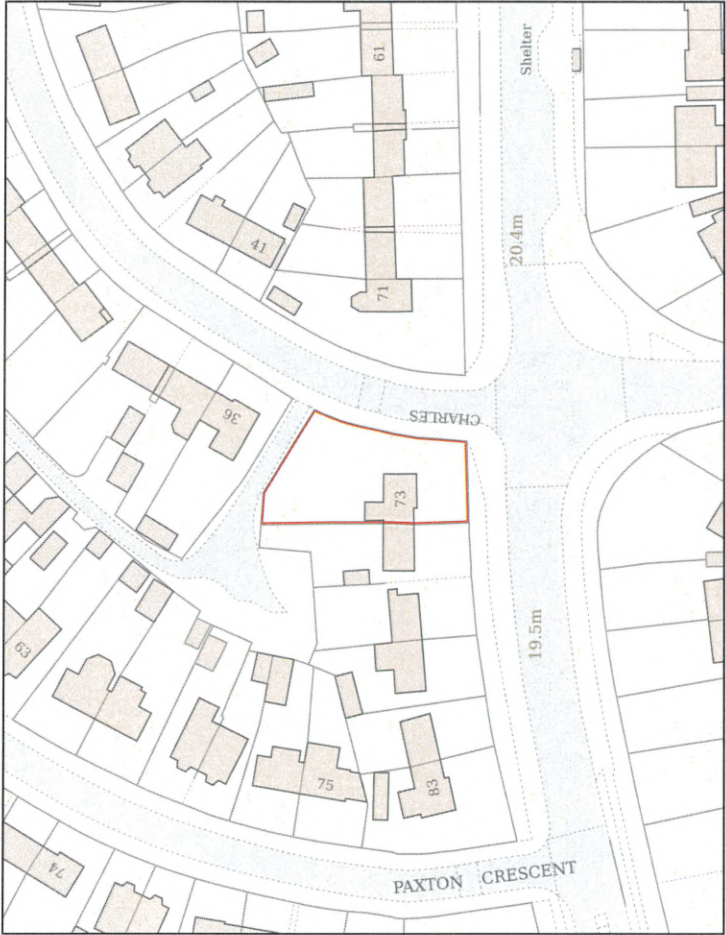
Agent

Location Plan

Site Address: 73, Doncaster Road, Armthorpe, Doncaster, DN3 2BT

Date Produced: 17-Apr-2025

Scale: 1:1250 @A4



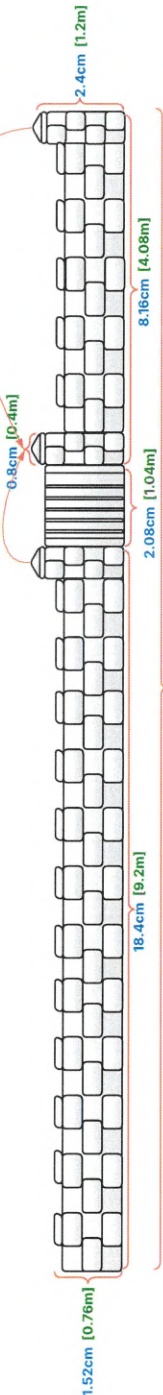
Planning Portal Reference: PP-13954937v1

EXISTING WALL

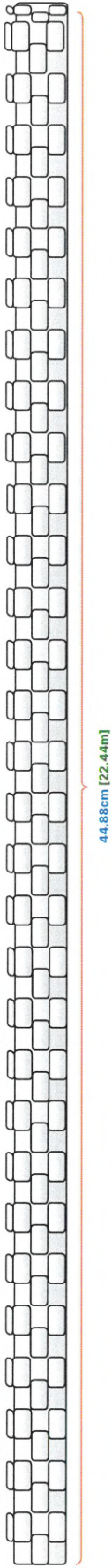
Diagram key

- Real-world (m)
- 1:50 Scale (cm)

Front Elevation (1:50 Scale)

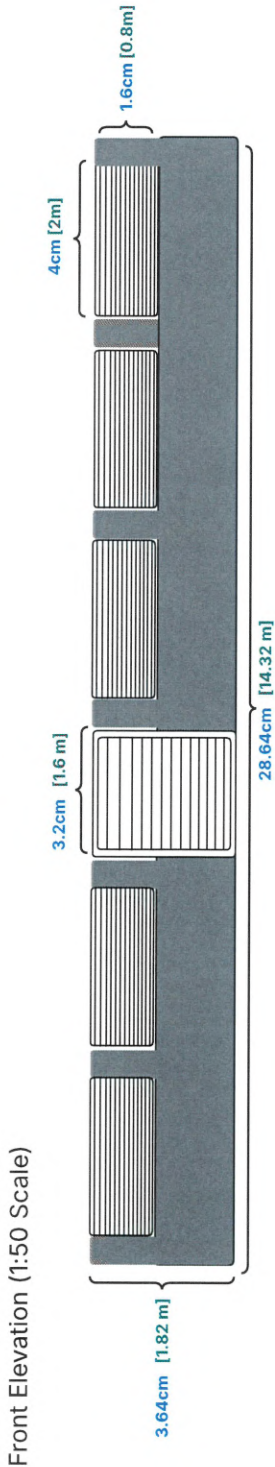


Side Elevation (1:50 Scale)

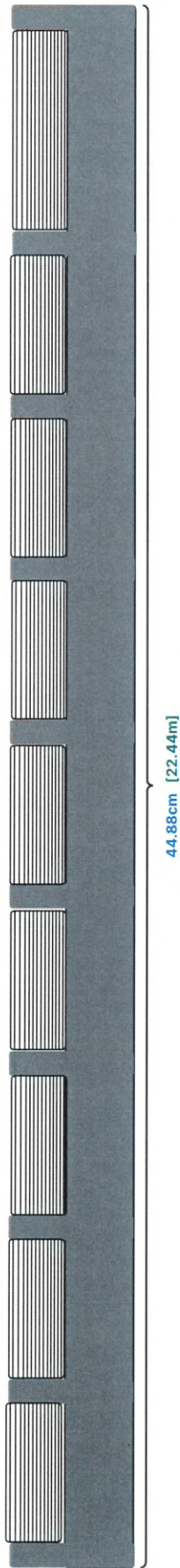


Note: Wall height in the Front Elevation is the same as in the Side Elevation.

PROPOSED WALL



Side Elevation (1:50 Scale)



Note: Panel height and width in the Front Elevation are the same as in the Side Elevation.

Existing Property Wall







Dear Madam,

Thank you for your request regarding the exterior render specification for our project.

I have selected **K Rend Silicone TC 15 in the colour Corn** for the external finish (Screenshot attached below). This is a through-coloured, ready-to-use organic resin render suitable for hand or machine spray application. It offers a low-maintenance, textured finish and incorporates silicone technology to provide a water-repellent, breathable surface with excellent protection against moulds, yeasts, and algae.

For your convenience, I have attached the product's Technical Data Sheet and Application Instructions. Additionally, you can view the product details and colour options on K Rend's official website:

- Product's Technical Data Sheet and **Application Instructions** : [Silicone TC 15 product page](#).
- **Colour Swatch Simulator**: [K Rend Swatch Simulator](#)
- **Product Page**: [K Rend Silicone TC 15](#)

Please let me know if you require any further information or documentation.

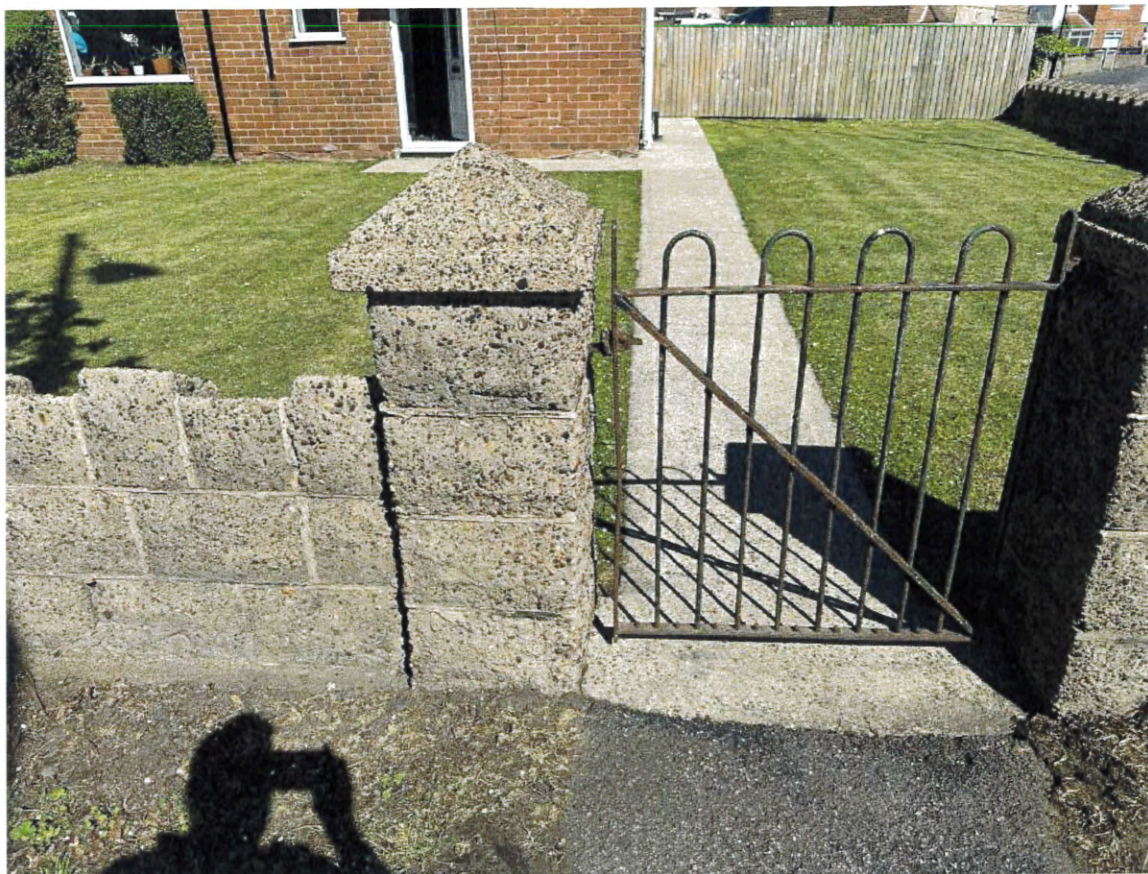


Thanks & Regards,

Medhavi

Existing Frond Boundary Wall





Proposed Front boundary wall



Existing Chimney Stack







Access Statement

Applicant: Medhavi Sakunthala Somaratne KONARA MUDIYANSELAGE

Property Address: 73 Doncaster Road, Armthorpe, Doncaster, DN3 2BT

Date: 17/04/2025

1. Introduction

This Access Statement has been prepared in support of a planning application for the following works:

- ❖ Removal of the existing chimney stack due to structural instability and water ingress.
- ❖ Application of silicone-based render to all external walls of the property.
- ❖ Removal of the existing front boundary wall and construction of a new wall up to 6 feet in height.

This statement outlines how the proposed works will impact access to and within the property, ensuring continued safe and inclusive use.

2. Vehicle and Pedestrian Access

- **No Changes to Existing Access:** The proposed works will not alter the current points of vehicle or pedestrian access to the property.
- **Driveway and Footpath Unaffected:** The driveway and access path leading to the front entrance will remain fully accessible during and after the works.
- **Temporary Access During Construction:** Should temporary access restrictions be necessary during construction (e.g., for scaffolding or materials storage), appropriate signage and safety barriers will be used to ensure safe access at all times.

3. Inclusive Access

- **Unchanged Entry Points:** The main entrance, step height, and entry thresholds will not be altered, ensuring continued access for all users, including those with limited mobility.
- **Safe Surface Treatments:** All proposed materials, such as the silicone render and boundary wall finish, will maintain safe, even surfaces free from obstruction or trip hazards.

4. Boundary Wall Access

- **Gate Installation:** The new 6-foot boundary wall will incorporate a secure gate aligned with the existing pedestrian access.
- **Improved Privacy and Safety:** The new wall and gate will improve the safety of occupants, especially [REDACTED] without restricting access for visitors or deliveries.

5. Emergency Access

- **Emergency Services Access Maintained:** The proposed changes will not impact emergency vehicle or personnel access to the property. Visibility lines and open access to the front door will be preserved.

6. Conclusion

The proposed alterations will not negatively affect access to or around the property.

On the contrary, they are expected to improve the overall safety, comfort, and usability of the external environment while maintaining inclusive access for all residents and visitors.

Armthorpe Parish Council 2024-2025**Income and Expenditure Account for Year Ended 31st March 2025**

31st March 2024		31st March 2025
	Operating Income	
414,739	General / Administration	367,029
11,248	Events	14,754
739	Allotments	1,026
20,136	Burial	14,282
89,159	Community Centre	105,684
602	Sports & Recreation	3,700
536,622	Total Income	506,474
	Running Costs	
50,730	General / Administration	39,367
239,833	Salaries & Wages	242,382
63,415	Events	77,793
3,703	Allotments	7,339
9,817	Burial	9,520
89,863	Community Centre	131,234
14,172	Sports & Recreation	12,107
471,534	Total Expenditure	519,742
	General Fund Analysis	
39,284	Opening Balance	94,372
536,622	Plus : Income for Year	506,474
575,906		600,846
471,534	Less : Expenditure for Year	519,742
104,372		81,105
10,000	Transfers TO / FROM Reserves	(5,000)
94,372	Closing Balance	86,105

31st March 2024

31st March 2025

Current Assets

4,027	Debtors	12,230
326	VAT Control A/c	8,990
2,238	Stock	3,653
88,678	Co-Operative Bank Plc Current	97,280
0	Co-Operative Bank Instant Acce	0
9	Co-Operative Bank 14 Day A/c	9
50	Sports & Recreation Float	50
500	Bar Float	500
26,883	Creditors	0

122,711

122,712

122,711 Total Assets**122,712****Current Liabilities**

0	Creditors	11,326
638	Credit Card (Year End)	1,698
9,593	Accruals	4,926
1,210	Receipts In Advance	6,763
3,255	Pension Control	3,507
3,644	HMRC /PAYE & NI Control	3,387

18,339

31,607

104,372 Total Assets Less Current Liabilities**91,105****Represented By**

94,372	General Reserves	86,105
10,000	EMR - Summer Gala	0
0	EMR - Elections	5,000

104,372

91,105

The above statement represents fairly the financial position of the authority as at 31st March 2025 and reflects its Income and Expenditure during the year.

Signed :
Chairman

Date : _____

Signed :
Responsible
Financial
Officer

Date : _____

INTERNAL AUDIT SERVICE FOR ARMTHORPE PARISH COUNCIL

AUDIT PROGRAMME – PERIOD ENDING : 31 MARCH 2025

I certify that I have carried out the tests detailed below in accordance with the suggested approach contained in the 2011 edition of "Governance and Accountability in Local Councils in England and Wales – A Practitioners Guide".

Signed  Date 09/05/2025

Name & qualifications MR. ANDREW BOSMANS B.A. (HONS)

1 Internal Control	2 Tests	3 Initial Yes	4 Initial No	5 Comments-date checked
Previous Internal Audit Report	Do the minutes record that Council has considered the Internal Audit Report for the previous year and the matters arising addressed?	<input checked="" type="checkbox"/>		
Proper bookkeeping	Is the cashbook maintained and up to date?	<input checked="" type="checkbox"/>		
	Is the cashbook arithmetically correct?	<input checked="" type="checkbox"/>		
	Is the cashbook regularly balanced?	<input checked="" type="checkbox"/>		
Standing Orders and Financial Regulations	Has the Council formally adopted Standing Orders and Financial Regulations?	<input checked="" type="checkbox"/>		
	Has a Responsible Financial Officer been appointed?	<input checked="" type="checkbox"/>		
	Have items or services above a de minimis amount been competitively purchased?	<input checked="" type="checkbox"/>		
	Are payments in the cashbook supported by invoices and have they been authorised and minuted?	<input checked="" type="checkbox"/>		
	Has VAT on payments been identified, recorded and reclaimed?	<input checked="" type="checkbox"/>		
	Is Section 137 expenditure separately recorded and within statutory limits?			NOT APPLICABLE
Risk Management Arrangements	Does a scan of the minutes identify any unusual activity?		<input checked="" type="checkbox"/>	

INTERNAL AUDIT SERVICE FOR ARMTHORPE PARISH COUNCIL

1 Internal Control	2 Tests	3 Initial Yes	4 Initial No	5 Comments-date checked
Risk Management Arrangements (contd)	Do the minutes record the Council carrying out an annual risk assessment?	d		
	Is insurance cover appropriate and adequate?	d		
	Are internal financial controls documented and regularly reviewed?	d		
Budgetary Controls	Has the Council prepared an annual budget in support of its precept?	d		
	Is actual expenditure against the budget regularly reported to Council?	d		
	Are any significant variances from budget explained?	d		
Income Controls	Is income properly recorded and promptly banked?	d		
	Does the precept recorded in the cashbook agree to the Council Tax Authority's notification?	d		
	Are security controls over cash adequate and effective?	d		
Petty Cash Procedures	Is petty cash spent recorded, and supported by receipts?	}		
	Is petty cash expenditure reported to each Council Meeting?			LIMITED BALANCE
	Is petty cash reimbursement carried out regularly?			- BAR FLOAT ETC
Payroll Controls	Do salaries paid agree with those approved by Council?	d		
	Are any other payments to the Clerk/other staff reasonable and approved by Council?	d		CONSISTENT

INTERNAL AUDIT SERVICE FOR ARMTHORPE PARISH COUNCIL

1 Internal Control	2 Tests	3 Initial Yes	4 Initial No	5 Comments-date checked
Payroll Controls (contd)	Has PAYE/NIC been properly operated by the Council as an employer?	<i>d</i>		
Assets Controls	Do all employees have contracts of employment with clear terms + conditions?	<i>d</i>		
	Does the Council keep an Assets Register of all material assets owned?	<i>d</i>		
	Are the Assets & Investments Register up to date?	<i>d</i>		
	Do asset insurance valuations agree with those in the Asset Register?	<i>d</i>		
Bank Reconciliation	Is there bank reconciliation for each bank account?	<i>d</i>		
	Is the bank reconciliation carried out regularly on the receipt of statements?	<i>d</i>		MONTHLY
	Are there any unexplained balancing entries in any reconciliation?		<i>d</i>	
	Is the value of investments summarised on the reconciliation?	<i>d</i>		
Year-End Procedures	Are year-end accounts prepared on the correct accounting basis?	<i>d</i>		
	Do accounts agree with the cashbook?	<i>d</i>		
	Is there an audit trail from underlying financial records to the accounts?	<i>d</i>		
	Where appropriate, have debtors and creditors been properly recorded?	<i>d</i>		

DETAILED AUDIT TRAIL EASY AND CLEAR - ON THE BASIS OF THE INFORMATION SUPPLIED THERE ARE NO PROBLEMS OR SIGNIFICANT ISSUES



Re: Re: Audit Time!

From: andrew.bosmans

Sent: Tue, 13 May, 2025 at 12:07

To: clerk@armthorpeparishcouncil.co.uk

Thank you for payment - to wrap up I promised to let you know what we discussed outside the main audit:

We had a discussion about the Bar manager in her presence - the procedure is satisfactory though more cardless payments would be advisable to prevent too much cash being handled

There was also a discussion about whether the kitchen had been competitively tendered - whilst it was I understand that this supplier will not be used in future for other reasons

The Burgray invoice payment was to an individual and not a company - whilst this may be acceptable it would be an idea for the person concerned to put his name with the bank details or at least advise you as such - whilst you know this gut it may be worth thinking about other such transactions in future and ascertain whether the correct person is paid.

I noted requests for funding but you indicated that there was no set procedure, whilst groups may differ it may be an idea to have some sort of guidance for councillors in the form of a criteria for grants etc

We also talked as previously about EDF and CCLA and I understand that procedures are either finalised or underway to make alternative arrangements.

Any problems - please let me know and otherwise I will see you for an interim around October time.

Kind regards

Andrew Bosmans

Annual Governance and Accountability Return 2024/25 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 2024/25

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 2025**.
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 2025**. 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 2025
 - 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 2024/25

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 2025 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 2024/25**, approved and signed, page 4
- **Section 2 - Accounting Statements 2024/25**, approved and signed, page 5

Not later than 30 September 2025 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) 2024/25

- 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 2025.
- 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 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- 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 2025**.

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 2025 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 2024/25

ARMTHORPE PARISH COUNCIL

WWW.ARMTHORPEPARISHCOUNCIL.CO.UK

During the financial year ended 31 March 2025, 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 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).</i>	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR <i>(see AGAR Page 1 Guidance Notes).</i>	✓		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

09/05/2025

ANDREW BOSMANS BA (HONS)

Signature of person who carried out the internal audit



Date

09/05/2025

***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 2024/25

We acknowledge as the members of:

ARMTHORPE 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 2025, that:

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

***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:

and recorded as minute reference:

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

Chair

Clerk

WWW.ARMTHORPEPARISHCOUNCIL.CO.UK

Section 2 – Accounting Statements 2024/25 for

ARMTHORPE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	39,284	104,372	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	277,168	325,494	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	259,454	180,980	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	239,833	242,382	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	231,701	277,359	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	104,372	91,105	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	89,237	97,838	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	1,288,042	1,285,583	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

Date

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

as recorded in minute reference:

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

Section 3 – External Auditor's Report and Certificate 2024/25

In respect of

ARMTHORPE 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 2025; 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 2024/25

(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 2024/25

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 2025.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

Armthorpe Parish Council 2025-2026

Bank - Cash and Investment Reconciliation as at 30 April 2025

Confirmed Bank & Investment Balances

Bank Statement Balances

30/04/2025	Co-Operative Bank Plc Current	831,723.99	
30/04/2025	Co-Operative Bank Credit Card	-1,207.70	
			830,516.29

Other Cash & Bank Balances

558.74

831,075.03

Receipts not on Bank Statement

0.00

Closing Balance

831,075.03

All Cash & Bank Accounts

1	Co-Operative Bank Plc Current	831,723.99	
2	Co-Operative Bank Credit Card	-1,207.70	
	Other Cash & Bank Balances	558.74	
	Total Cash & Bank Balances		831,075.03

Armthorpe Parish Council – Payment Schedule

03 June 2025

Method	Payee	Item	Amount
DD	EDF Energy	Electricity – Community Centre	£1.00
	Doncaster Council	Business Rates – Community Centre	£1,227.00
	BT	Broadband – Community Centre	£63.78
	The Co-operative Bank	Commission	£3.20
BACS	Doncaster East Internal Drainage Board	Drainage Rates – Burial Ground	£14.49
	Dining Diva	Disposable Cups	£30.00
		Bar Supplies	£32.88
		Cleaning Supplies	£34.44
	Rialtas Business Suite	Making Tax Digital Annual Fee	£139.20
		Bookings Software Annual Fee	£566.40
		Cemeteries Software Annual Fee	£740.40
		Cashbook & Sales Ledger Annual Fee	£942.00
		Year End Closedown Fees	£1,046.40
	BGS Intelligent Doors	Roller Door Servicing Fees	£240.00
	DSA Gardening	Grounds Maintenance	£528.00
	Andrew Bosmans	Audit Fees	£250.00
	DSA Gardening	Grounds Maintenance	£528.00
	Millside Heating Ltd	Central Heating Repairs	£3,271.25
DD	Waterplus	Surface Water Charges – Community Centre	£440.70
	O2	S&R Mobile Phone Charges	£30.30
	Tesco Mobile	Clerk Mobile Phone Charges	£33.99
BACS	Wages	Wages	£20,158.14
DD	Sage Software	Payroll Subscription	£82.80
	SYPA	Pension Contributions	£3,507.00
	Quando Drinks Ltd	Bar Supplies	£1,175.91
	British Gas	Gas Supply – Community Centre	£257.32
	Worldpay	Subscription	£1.20
		Card Machine Fees	£86.75
	BT	Broadband – The Acorn Hub	£36.23
	HMRC	PAYE & NI Contributions	£3,790.80
BACS	DSA Gardening	Grounds Maintenance	£528.00
	Dining Diva	Cleaning Supplies	£82.98
	M Dymniuk	Tea Dance Sessions – April	£300.00
DD	Onecom	Telephone Charges – Community Centre	£161.63
CC	Viking	Stationery	£242.02
	B&M	Sports & Recreation Supplies	£45.25
	Aldi	Milk	£2.90
	Trimming Shop	Chair Covers	£330.75

	Mogo Direct	Chair Trolley	£410.94
CC	Morrisons	Sports & Recreation Supplies	£10.80
	Aldi	Sports & Recreation Supplies	£20.42
	B&M	Kitchen Supplies	£3.00
	Aldi	Sports & Recreation Supplies	£24.77
		Bar Supplies	£5.45
	B&M	Cleaning Supplies	£14.94
	Aldi	Bar Supplies	£2.18
	Viking	Stationery	£24.88
	Aldi	Sports & Recreation Supplies	£15.18
	Amazon	Refund	-£47.30
		Stationery	£14.95
	Aldi	Bar Supplies	£4.36
	Amazon	Great British Spring Clean Prizes	£19.17
			£19.99
			£7.08
	Aldi	Cleaning & Tea Dance Supplies	£60.77
	Amazon	Refund	-£55.78
		Stationery	£7.99
	Royal British Legion Industries	VE Day Flag	£18.99
	Post Office	Postage	£2.00