

# Annual Return for the Year Ended 31 March 2025

## Accounting statement 2024-25 for:

Name of body: **BURTON COMMUNITY COUNCIL**

|                                                                  | Year ending             |                         | Notes and guidance                                                                                                                                                                                                                                         |
|------------------------------------------------------------------|-------------------------|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                  | 31 March<br>2024<br>(£) | 31 March<br>2025<br>(£) |                                                                                                                                                                                                                                                            |
| <b>Statement of income and expenditure/receipts and payments</b> |                         |                         |                                                                                                                                                                                                                                                            |
| 1. Balances brought forward                                      | 34146                   | 8995                    | Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.                                                                                                                  |
| 2. (+) Income from local taxation/levy                           | 26000                   | 27300                   | Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.                                                                                                                           |
| 3. (+) Total other receipts                                      | 41568                   | 1817                    | Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.                                                                                                                    |
| 4. (-) Staff costs                                               | 6378                    | 6330                    | Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, taxable allowances, PAYE and NI (employees and employers), pension contributions and termination costs. Exclude reimbursement of out-of-pocket expenses. |
| 5. (-) Loan interest/capital repayments                          | 0                       | 0                       | Total expenditure or payments of capital and interest made during the year on external borrowing (if any).                                                                                                                                                 |
| 6. (-) Total other payments                                      | 86341                   | 10934                   | Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).                                                                                                                        |
| 7. (=) Balances carried forward                                  | 8995                    | 20848                   | Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).                                                                                                                                                                          |
| <b>Statement of balances</b>                                     |                         |                         |                                                                                                                                                                                                                                                            |
| 8. (+) Debtors                                                   | 0                       | 0                       | <b>Income and expenditure accounts only:</b> Enter the value of debts owed to the body at the year-end.                                                                                                                                                    |
| 9. (+) Total cash and investments                                | 8995                    | 20848                   | <b>All accounts:</b> The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.                                                |
| 10. (-) Creditors                                                | 0                       | 0                       | <b>Income and expenditure accounts only:</b> Enter the value of monies owed by the body (except borrowing) at the year-end.                                                                                                                                |
| 11. (=) Balances carried forward                                 | 8995                    | 20848                   | <b>Total balances should equal line 7 above:</b> Enter the total of (8+9-10).                                                                                                                                                                              |
| 12. Total fixed assets and long-term assets                      | 69678                   | 69303                   | The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.                                                                                                                                            |
| 13. Total borrowing                                              | 0                       | 0                       | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).                                                                                                                                                           |

## Annual Governance Statement

We acknowledge as the members of the Council, our responsibility for ensuring that there is a sound system of internal control, including 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' means that the Council:                                                                                                                                                                                                                                                               | Toolkit    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Yes     | No* |                                                                                                                                                                                                                                                                                             |            |
| 1. In consultation with the community, we have developed a vision and purpose for the Council and used this vision to inform the Council's plans, budget and activities.                                                                                                                                                                                                                                                                                                    | ✓       |     | Has consulted with the community and focussed its activities to meet the community's needs                                                                                                                                                                                                  | A, C       |
| 2. We have adopted a Code of Conduct for members and officers and implemented an appropriate training plan for members to ensure all councillors understand their role and responsibilities.                                                                                                                                                                                                                                                                                | ✓       |     | Ensures that councillors understand and are equipped to deliver their roles and responsibilities.                                                                                                                                                                                           | B          |
| 3. We have ensured that we electronically publish the information the Council is required to publish by law, on its website at [insert name of website].<br><i>BURTON COMMUNITY COUNCIL - GOV.UK</i>                                                                                                                                                                                                                                                                        | ✓       |     | Is transparent about its activities and provides the public with all information required by law                                                                                                                                                                                            | A, C, D, E |
| 4. We have taken all reasonable steps to ensure that the Council complies with relevant laws and regulations when exercising its functions, including employment of staff and payment of allowances to members.                                                                                                                                                                                                                                                             | ✓       |     | Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it does so                                                                                                                                                           |            |
| 5. We have adopted standing orders, financial regulations and terms of reference and ensure that these are followed when conducting business including functions delegated to committees.                                                                                                                                                                                                                                                                                   | ✓       |     | Has adopted rules and procedures to govern how the Council conducts its business including procurement of goods and services.                                                                                                                                                               | B, E       |
| 6. We have put in place arrangements for: <ul style="list-style-type: none"> <li>Effective financial management including the setting and monitoring of the Council's budget</li> <li>Maintenance and security of accurate and up to date accounting and other financial records</li> <li>Identifying potential liabilities, commitments, events and transactions that may have a financial impact on the Council.</li> </ul>                                               | ✓       |     | Calculated its budget requirement in accordance with the law and properly monitors its financial position throughout the year                                                                                                                                                               | D          |
| 7. We have maintained an adequate system of internal control and management of risk, including: <ul style="list-style-type: none"> <li>measures designed to prevent and detect fraud and corruption including clearly documented procedures for authorising and making payments</li> <li>assessment and management of risks facing the Council</li> <li>an adequate and effective system of internal audit and reviewed the effectiveness of these arrangements.</li> </ul> | ✓       |     | Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge including arranging for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body. | D, E       |
| 8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.                                                                                                                                                                                                                                                                                                                                                             | ✓       |     | Considered and taken appropriate action to address weaknesses /issues brought to its attention by internal and external auditors.                                                                                                                                                           | D, E       |
| 9. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Public Audit (Wales) Act 2004 and the Accounts and Audit (Wales) Regulations 2014.                                                                                                                                                                                                                                                                   | ✓       |     | Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit issued by the Auditor General.                                                                                                                                            | E          |
| 10. <b>General power of Competence</b> – The Council has resolved to adopt the General Power of Competence set out in Local Government and Elections (Wales) Act 2021                                                                                                                                                                                                                                                                                                       |         | ✓   | Meets the eligibility criteria to exercise the general Power of Competence                                                                                                                                                                                                                  | E          |

\* Please include an explanation for any 'No' answers

## Additional disclosure notes

Include here any additional disclosures the Council considers necessary to aid the reader's understanding of the accounting statement and/or the annual governance statement

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>The following information is provided to assist the reader to understand the accounting statement and/or the Annual Governance Statement</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>1. Expenditure under S137 Local Government Act 1972</b><br>Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2024-25 was £10.81 per elector.<br>In 2024-25, the Council made payments totalling £1120 under section 137. These payments are included within 'Other payments' in the Accounting Statement. |
| <b>2.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

## Trust Funds

|                                                                                                                                                                                                                                                                                                                                                                                               |     |    |          |                                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----------|-----------------------------------------------------------------------------------------------------|
| Trust funds – The Council acts as sole trustee for and is responsible for managing trust fund(s)/assets. We exclude transactions related to these trusts from the Accounting Statement. In our capacity as trustee, we have discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit. | Yes | No | N/A<br>X | Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts. |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----------|-----------------------------------------------------------------------------------------------------|

## Council approval and certification

The Council is responsible for the preparation of the accounting statements and the annual governance statement in accordance with the requirements of the Public Audit (Wales) Act 2004 (the Act) and the Accounts and Audit (Wales) Regulations 2014.

|                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Certification by the RFO</b><br>I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Council, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2025. | <b>Approval by the Council</b><br>I confirm that these accounting statements and Annual Governance Statement were approved by the Council under minute reference:<br><br>Minute ref: MAY 2025 / ACCOUNTS |
| <b>RFO signature:</b>                                                                                                                                                                                           | <b>Chair signature:</b>                                                                                              |
| <b>Name:</b> Peter Horgan                                                                                                                                                                                                                                                                          | <b>Name:</b> Robin Howells                                                                                                                                                                               |
| <b>Date:</b> 09/05/2025                                                                                                                                                                                                                                                                            | <b>Date:</b> 09/05/2025                                                                                                                                                                                  |

\* Please include an explanation for any 'No' answers

## Annual internal audit report to:

Name of body: Burton Gammanby Council

The Council's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2025.

The internal audit has been carried out in accordance with the Council'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 the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

|                                                                                                                                                                                         | Agreed? |     |     |               | Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body) |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-----|-----|---------------|--------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                         | Yes     | No* | N/A | Not covered** |                                                                                                                                |
| 1. Appropriate books of account have been properly kept throughout the year.                                                                                                            | ✓       |     |     |               |                                                                                                                                |
| 2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.                                          | ✓       |     |     |               |                                                                                                                                |
| 3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.                                                       | ✓       |     |     |               |                                                                                                                                |
| 4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate. | ✓       |     |     |               |                                                                                                                                |
| 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 contracts/ minuted approvals, and PAYE and NI requirements were properly applied.                       | ✓       |     |     |               |                                                                                                                                |
| 8. Asset and investment registers were complete, accurate, and properly maintained.                                                                                                     | ✓       |     |     |               |                                                                                                                                |

\* Please include an explanation for any 'No' answers

|                                                                                                                                                                                                                                                                                                                    | Agreed? |     |     |               | Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body) |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-----|-----|---------------|--------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                    | Yes     | No* | N/A | Not covered** |                                                                                                                                |
| 9. Periodic and year-end bank account reconciliations were properly carried out.                                                                                                                                                                                                                                   | ✓       |     |     |               |                                                                                                                                |
| 10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded. | ✓       |     |     |               |                                                                                                                                |
| 11. Trust funds (including charitable trusts). The Council has met its responsibilities as a trustee.                                                                                                                                                                                                              |         |     | ✓   |               |                                                                                                                                |

**For any risk areas identified by the Council (list any other risk areas below or on separate sheets if needed) adequate controls existed:**

|     | Agreed? |     |     |               | Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body) |
|-----|---------|-----|-----|---------------|--------------------------------------------------------------------------------------------------------------------------------|
|     | Yes     | No* | N/A | Not covered** |                                                                                                                                |
| 12. |         |     |     |               | please see separate report                                                                                                     |
| 13. |         |     |     |               |                                                                                                                                |
| 14. |         |     |     |               |                                                                                                                                |

\* 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).

\*\* 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, internal audit must explain why not.

[My detailed findings and recommendations which I draw to the attention of the Council are included in my detailed report to the Council dated 25.04.2025.] \* Delete if no report prepared.

### Internal audit confirmation

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2024-25 and 2025-26. I also confirm that there are no conflicts of interest surrounding my appointment.

|                                                         |               |
|---------------------------------------------------------|---------------|
| Name of person who carried out the internal audit:      | Dynise Mann   |
| Signature of person who carried out the internal audit: |               |
| Date:                                                   | 25 April 2025 |

\* Please include an explanation for any 'No' answers

## **[BURTON COMMUNITY COUNCIL]**

Financial year ending 31 March 2025

1. Date of announcement **26<sup>TH</sup> MAY 2025**
2. Each year the annual accounts are audited by the Auditor General for Wales. Prior to this date, any interested person has the opportunity to inspect and make copies of the accounts and all books, deeds, contracts, bills, vouchers and receipts etc relating to them for 20 working days on reasonable notice. For the year ended 31 March 2025, these documents will be available on reasonable notice on application to:

PETER HORTON (CLERK)

GREENLAND, CLARBESTON ROAD, PEMBROKESHIRE

SA63 4QP

between the hours of 9am and 5pm on Monday to Friday commencing on

01 July 2025

and ending on 28 July 2025

3. From 15 September 2025, until the audit has been completed, Local Government Electors and their representatives also have:
  - the right to question the Auditor General about the accounts.
  - the right to attend before the Auditor General and make objections to the accounts or any item in them. Written notice of an objection must first be given to the Auditor General. A copy of the written notice must also be given to the council.

The Auditor General can be contacted via: Community Council Audits, Audit Wales, 1 Capital Quarter, Tyndall Street, Cardiff, CF10 4BZ or by email at [communitycouncilaudits@audit.wales](mailto:communitycouncilaudits@audit.wales).

4. The audit is being conducted under the provisions of the Public Audit (Wales) Act 2004, the Accounts and Audit (Wales) Regulations 2014 and the Auditor General for Wales' Code of Audit Practice.

## **Electors' rights under the Public Audit (Wales) Act 2004**

### **The basic position**

By law, any interested person has the right to inspect the council's accounts. If you are entitled and registered to vote in local council elections, then you (or your representative) also have the right to ask the Auditor General questions about them or challenge an item of account contained within them.

### **The right to inspect the accounts**

When a local government body has finalised its accounts for the previous financial year, it must advertise that they are available for people to look at. Having given reasonable notice of your intentions, you then have 20 working days to look through the accounts and supporting documents. You will be able to make copies of the accounts and most of the relevant documents from the body. You will probably have to pay a copying charge.

### **The right to ask the auditor questions about the accounts**

You can only ask the Auditor General questions about the accounts. The Auditor General does not have to answer questions about the body's policies, finances, procedures or anything else not related to the accounts. Your question must be about the accounts that are subject to audit. The Auditor General does not have to say whether he thinks something the council has done, or an item in its accounts, is lawful or reasonable.

### **The right to object to the accounts**

If you think that the body has spent money that they should not have, or that someone has caused a loss to the body deliberately or by behaving irresponsibly, you can object to the Auditor General by sending a formal 'notice of objection', which **must be in writing** to the address below. You may request that the Auditor General applies to the courts for a declaration that such items of account are unlawful. You must tell the Auditor General why you are objecting. The Auditor General must reach a decision on your objection. If you are not happy with that decision, you can appeal to the courts. You must also send a copy of your notice to the council itself.

You may also object if you think that there is something in the accounts that the Auditor General should discuss with the council or tell the public about in a 'public interest report'. Again, you must give your reasons in writing to the Auditor General at the address below. In this case, the Auditor General must decide whether to take any action. The Auditor General will normally, but does not have to, give reasons for his decision and you cannot appeal to the courts. You may not use this 'right to object' to make a personal complaint or claim against the body.

If you wish to make a personal complaint or claim, you should take these complaints to your local Citizens' Advice Bureau, local Law Centre, or your solicitor. You may

also be able to complain to the Public Services Ombudsman for Wales if you believe that a Member of the body has broken the Code of Conduct for Members. The Ombudsman can be contacted at: 1 Old Field Rd, Pencoed, Bridgend CF35 5LJ, (tel: 0300 790 0203).

### **What else you can do**

Instead of objecting, you can give the Auditor General information that is relevant to their responsibilities. For example, you can simply tell the Auditor General if you think that something is wrong with the accounts or about waste and inefficiency in the way the council runs its services. You do not have to follow any set time limits or procedures. The Auditor General does not have to give you a detailed report of the outcome of his audit.

### **A final word**

Local government bodies, and therefore local taxpayers, must meet the costs of dealing with questions and objections. When the Auditor General decides whether to take your objection further, one of a series of factors he must take into account includes the costs that will be involved. He will only continue with the objection if it is in the public interest to do so. If you appeal to the courts, you might have to pay for the action yourself.

If you wish to contact the Auditor General, please write to: Community Council Audits, Audit Wales, 1 Capital Quarter, Tyndall Street, Cardiff, CF10 4BZ.