

## Audit and Governance Committee

Monday, 21 October 2019 at 6.30pm  
in the Belle Vue Suite, Belle Vue Offices, Skipton

The Chair (Councillor Hull) and Councillors Barrett, Handley, Harbron, Lis, Mercer, Noland, Place and Wheeler.

Independent Person: Mr G Robinson

### AGENDA

1. **Apologies for absence** – To receive any apologies for absence.
2. **Minutes** – To approve the minutes of the meeting held on 24 September 2019.
3. **Public Participation** – In the event that any questions/statements are received or members of the public attend, the public participation session will proceed for a period of up to fifteen minutes.
4. **Declarations of Interest** – All Members are invited to declare at this point any interests they have in items appearing on this agenda, including the nature of those interests.

(Note: Declarations should be in the form of:

a “**disclosable pecuniary interest**” under Appendix A to the Council’s Code of Conduct, or “**other interests**” under Appendix B or under Paragraph 15 where a matter arises at the meeting which relates to a financial interest of a friend, relative or close associate.

A Member of Council who has a disclosable pecuniary interest must leave the room and not take part in the discussion or vote. When declaring interests under Appendix B or Paragraph 15 of the Code, Members must move to the public seating area, not vote, and speak only if members of the public are also allowed to speak at the meeting.)

5. **External Audit: Audit Completion Report** – Report of the External Auditor.

Purpose of report – To present for information the final version of the Audit Completion Report for 2018/19. An earlier draft was considered in detail by the Committee on 24th September.

#### **REPORT TO FOLLOW**

6. **Internal Audit: Progress Report** – Report of the Audit Services Manager (Shared Internal Audit Service)

Purpose of Report - To update Committee Members on the progress made against the 2019/20 Internal Audit plan up to 10<sup>th</sup> October 2019

**7. Flexi Time and Overtime Arrangements** – Report of the Internal Audit Manager

Purpose of report – To provide assurance that the flexi time scheme and overtime arrangements are operating in-line with Council policy.

**8. Annual Ward Member Grants Report** – Report of the Chief Executive

Purpose of Report – To report back to Members on which projects across Craven have been awarded Ward Member Grants and how the grants have been allocated across each Ward during 2018-19.

**9. Committee development** – Informal discussion with the Chief Finance Officer (s151 Officer)

The Chief Finance Officer (s151 Officer) to provide an opportunity for the Committee to consider training and development needs, audit arrangements and future areas of work.

**10. Any other items** which the Chairman decides are urgent in accordance with Section 100B(4) of the Local Government Act, 1972.

**Agenda Contact Officer:**

Hannah Scales, Democratic Services and Scrutiny Officer

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E-mail: [hscases@cravencd.gov.uk](mailto:hscases@cravencd.gov.uk)

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(i) the recording being conducted with the full knowledge of the Chairman of the meeting; and

(ii) compliance with the Council's protocol on audio/visual recording and photography at meetings, a copy of which is available on request. Anyone wishing to record must contact the agenda contact officer (details above) prior to the start of the meeting. Any recording must be conducted openly and not disrupt proceedings.

**Emergency Evacuation Procedure**

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The assembly point is in Belle Vue Square at the front of the building, nearest the main road. An officer will take a roll call once everyone is out of the building.

Please do not leave a meeting without telling the Chairman or a representative of Legal and Democratic Services.

## **AUDIT AND GOVERNANCE COMMITTEE**

24 September 2019

**Present** – The Chairman (Councillor Place) and Councillors Handley and Noland.

**Officers** – Chief Executive, Chief Finance Officer (s151 Officer), Accountancy Services Manager, Solicitor to the Council and Monitoring Officer, External Audit Manager, External Auditor and Democratic Services and Scrutiny Officer.

Apologies for absence were received from Councillors Barrett, Harbron, Hull, Lis, Mercer, Wheeler and Greg Robinson (Independent Person).

Start: 6.32pm

Finish: 7.34pm

**Resolved** – That the minutes of the meeting held on 25 June 2019 were approved as a correct record and signed by the Chairman.

### **Minutes for Report**

AC.357

#### **EXTERNAL AUDIT: AUDIT COMPLETION REPORT**

The External Audit Manager submitted the Audit Completion Report for 2018/19. Particular attention was drawn to inconsistencies in classifications of assets. Members were informed that the report was incomplete due to complexities associated with the document detail and CIPFA Code, however, subject to minor amendments, the accounts could be signed and completed prior to the October meeting.

One Member questioned the rolling five-year valuation process. The External Audit Manager provided an assurance about the valuation process, but underlined the importance of correct classification, particularly in cases such as surplus assets. It was advised that surplus assets were dealt with as separate entities and should be re-valued on an annual basis.

The Chief Finance Officer (s151 Officer) thanked External Audit and assured Members that he was working with colleagues to evaluate and update processes, which included the valuation of assets and classifications.

The Chief Finance Officer advised that he was confident that all points raised by External Audit could be addressed, especially with the newly appointed valuer in post. The External Audit Manager addressed concerns regarding the delay in completing the accounts, particularly that the CIPFA Code was complex and that the target date for completion (31 July ) was an ambitious expectation.

**Resolved** – That the Audit Completion Report is received and noted.

AC.358

#### **STATEMENT OF ACCOUNTS 2018/19**

The Chief Finance Officer (s151 Officer) advised Members about the minor outstanding amendments from External Audit. The final Statement of Accounts could be approved under delegation prior to the October meeting. The Chairman proposed that the certification of the Statement of Accounts was delegated to the Chief Finance Officer (s151 Officer) and the

Chairman of the Audit & Governance Committee, in consultation with the Vice-Chairman of Audit and Governance Committee and the final external auditor's report presented to the October meeting for information,

The Chief Finance Officer and the Chairman expressed their thanks to the Finance team and the external audit team for their work in the production and audit of the council's accounts.

**Resolved –**

- (1) That the Statement of Accounts for 2018/19 are received and noted.
- (2) That the final certification of Statement of Accounts for 2018/19 is delegated to the Chief Finance Officer (s151 Officer) and the Chairman, in consultation with the Vice-Chairman of Audit and Governance Committee.

AC.359

**INTERNAL AUDIT: PROGRESS REPORT**

The Chief Finance Officer (s151 Officer) presented the Internal Audit Progress Report on behalf of Internal Audit. It was explained that the reports were at draft stage and were to be considered at a future meeting. The report also highlighted details of audits that were currently in progress. The Chief Finance Officer (s151 Officer) informed Members that he was meeting with the Audit Services Manager to assess confidence in the programme for 2019/20 being achieved.

**Resolved –** That the contents of the report and appendix are noted.

AC.360

**INTERNAL AUDIT: USE OF AGENCY STAFF AND CONTRACT EMPLOYEES**

The Chief Finance Officer (s151 Officer) presented the report on behalf of the Internal Audit Manager. Members noted that most of the recommendations contained in the report were in relation to wider procurement processes and the Council's Contract Procedure Rules.

The Chief Finance Officer informed Members of upcoming work to update the Council's Contract Procedure Rules.

**Resolved –** That the recommendations provided by Internal Audit in relation to Agency Staff and Contract Employees are noted.

AC.361

**INTERNAL AUDIT: IMPLEMENTATION OF RECOMMENDATIONS**

The Chief Finance Officer (s151 Officer) submitted a report which presented an update on the implementation of internal audit recommendations. Members acknowledged, despite some variation in timescales for completion, good progress in relation to completed recommendations. Members also noted the positive work undertaken jointly by Finance and Legal in relation to debtors.

**Resolved –** That the position in respect of implementation of internal audit recommendations is noted.

**RISK APPETITE STATEMENT**

The Chief Finance Officer (s151 Officer) submitted a report which presented the Risk Appetite Statement compiled by the Council's Risk Management Group. It was advised that the Risk Appetite Statement had been devised by the Risk Management Group to provide parameters for acceptable levels of risk.

**Resolved** - That the Risk Appetite Statement is approved.

**Minutes for Decision**

There were no items for decision.

Chairman.

**Audit & Governance Committee –  
21<sup>st</sup> October 2019**

**Audit Services Progress Report as at 10<sup>th</sup>  
October 2019**



Report of the Audit Services Manager – Shared Internal Audit Service

Ward(s) affected: All

**1. Purpose of Report**

- 1.1 To update Committee Members on the progress made against the 2019/20 Internal Audit plan up to 10<sup>th</sup> October 2019

**2. Recommendations**

Members are recommended to:-

- 2.1 Note the contents of the report and the attached Appendix.

**3. Background Information**

- 3.1 The work undertaken by Audit Services is governed by the Accounts and Audit (England) Regulations 2011 and the Public Sector Internal Audit Standards (PSIAS). In accordance with paragraph 2.11 of the Standards, the Audit Committee must receive progress reports detailing progress made against the agreed Annual Audit Plan.

**4. The Report**

- 4.1 This report details the work undertaken by Audit Services and contains a summary of completed reviews along with the overall audit opinion given.

4.2 **Breakdown of Current Position as at 10 October 2019**

**2018/19 audits**

<b>2018/19 Audits</b>	<b>Audit Opinion</b>	<b>Current Status</b>
Succession Planning	Good	Draft report
Fraud – Flexi time and Overtime Arrangements	Good	Final Report

**2019/20 Audits**

<b>2019/20 Audits</b>	<b>Audit Opinion</b>	<b>Current Status</b>
Financial Management System	In progress	In progress
Treasury Management	In Progress	In progress
Environmental Services Review	In progress	In progress
GIS Gazetteer	<b>Significant</b>	<b>Draft report</b>
Engine Shed Lane – Workshop	In progress	In Progress
GDPR Review	In Progress	In Progress
Compliance with the apprenticeship scheme	In Progress	In Progress

- 4.4 The following table shows the progress against the 2019/20 operational plan for the period 1<sup>st</sup> April 2019 to 10<sup>th</sup> October 2019.

<b>Audit Area</b>	<b>Total Days per approved Audit Plan 2019/20</b>	<b>Days spent as at 10<sup>th</sup> October 2019</b>
Follow up Audit work	5	0
ICT	22	16.3
Management	15	0.7
Service Areas	115	9.9
Fundamentals	22	23
Duplicate Payments	1	0
<b>TOTAL</b>	<b>180</b>	<b>49.9</b>

- 4.5 The current position on the 2018/19 Audit Plan as at 10 October 2019 is as follows:

<b>Status of Audits</b>	<b>Number of Audits</b>	<b>Percentage of Plan</b>
Final report issued	0	0%
Draft report issued	3	25%
Managers Review	0	0%
In progress	5	42%
Yet to start	4	33%
<b>Total</b>	<b>12</b>	<b>100%</b>

## **5. Priority Areas to 31<sup>st</sup> March 2020**

### **5.1 Completion of the Audit Plan**

All audits will be completed in line with the agreed plan.

## **6. Conclusion**

- 6.1 All Audits will be completed in line with the agreed plan. Update meetings will continue to be held with the Chief Finance Officer and s151 Officer, Financial Services to provide assurance that audit work is progressing as planned.



## 7. Implications

### 7.1 Financial and Value for Money Implications

None

### 7.2 Legal implications

None

### 7.3 Contribution to Council Priorities

The delivery of an Internal Audit Service contributes to  
Enterprising Craven – Facilitating economic growth across Craven.  
Resilient Communities – Creating sustainable communities across Craven.  
Financial Sustainability – Ensuring a self-sustainable Council

### 7.4 Risk Management

The internal audit function is an integral part of internal control.

### 7.5 Equality Impact Assessment

The Council's Equality Impact Assessment Procedure **has been** followed. An Equality Impact Assessment **has not** been completed on the proposals as completion of **Stage 1- Initial Screening** of the Procedure identified that the proposed policy, strategy, procedure or function **does not have** the potential to cause negative impact or discriminate against different groups in the community based on •age • disability •gender • race/ethnicity • religion or religious belief (faith) •sexual orientation, or • rural isolation.

## 8. Consultations with Others

Chief Finance Officer and s151 Officer, Financial Services

## 9. Access to Information : Background Documents

None

**10. Author of the Report**

Sharon Rogers, Auditor and Alison Johnson, Audit Services and Fraud Manager, Craven District Council and Harrogate Borough Council Shared Audit Service.

**Note:** Members are invited to contact the author in advance of the meeting with any detailed queries or questions.

**11. Appendices**

Internal Audit Plan 2019/20 April – 10<sup>th</sup> October 2019 Monitoring

**APPENDIX 1**

**Internal Audit Plan April – 10<sup>th</sup> October 2019 MONITORING**

Audits (includes audits brought forward 2018/19 audits)	Approved Plan (Days)	Actual April-Oct (Days)	Comments (at time of writing)
<b>2018/19 audits</b>			
Succession planning	15	15	Draft report issued
Fraud – Flexi time and overtime arrangements	15	15	Final report issued

**2019/20 audits**

Treasury Management	10	10.9	Ongoing
Belle View Square Service Charges	10	0	Yet to start
Financial Management System	12	12	Ongoing
Compliance with the apprenticeship scheme	15	2	Ongoing
Engine Shed Lane – Workshop	15	3	Ongoing
GIS addressing system, Gazetteer	12	10.1	Draft Report Issued
GDPR	10	6.2	Ongoing
Policy Management	15	0	Yet to start
Councillors Choice	10	0	Yet to be decided
Follow up work	5	0	Ongoing
Environmental services review	C/fwd	5	Ongoing
Management	15	0.7	Ongoing
Contingency	50	0	Ongoing
Duplicate Payments	1	0	Ongoing
<b>Total</b>	<b>180</b>	<b>49.9</b>	

**\* Key – Levels of Assurance**

<b>Level</b>	<b>Definition</b>
Significant	The system of internal control is designed to support the Councils corporate and service objectives and controls are consistently applied in all the areas reviewed.
Good	There is generally a sound system of control designed to support the Council's corporate and service objectives. However, some improvements to the design or application of controls is required.
Partial	Weaknesses are identified in the design or inconsistent application of controls which put the achievement of some of the Council's corporate and service objectives at risk in the area reviewed.
None	There are weaknesses in control, or inconsistent non-compliance which places corporate and service objectives at risk in the area reviewed.



Contents

1	Background	3
2	Audit Scope	5
3	Audit Opinion	6
4	Detailed Findings & Action Plan	7

**Distribution:**

<b>Name</b>	<b>Position</b>
Paul Shevlin	Chief Executive
Richard Weigh	Chief Finance Officer and Section 151 Officer
Wyn Ashton	Environmental Services & Housing Manager
Jacquie Hodgson	HR Manager
Christopher Fairhurst	Waste operations Manager

## 1 Background

- 1.1 This audit has been undertaken as part of the Internal Audit annual plan for 2018/19 to provide assurance that the flexi time scheme and overtime arrangements are operating in-line with Council policy.

Flex time is a benefit for staff whereby working times can be flexible to suit the employee. Contracted hours can be fulfilled in a pattern to suit the individual but this must also meet the business requirements. Employees can work more or less hours in an accounting period and settle the balance in the next period although, there are limits to the credit and deficit permitted. Working time must also be within the bandwidth of 7am and 7pm and officers must be present during the hours of 10am to 4pm (excluding lunchbreak) Not all staff are entitled to flex time working, generally it is available to office based staff only. The scheme is also beneficial to the Council as employees have increased moral and can help to improve retention. The scheme does require more careful management and monitoring in contrast to fixed working hours. Flexi time testing has been carried out on a period of six months from the year 2018/19.

Overtime is usually paid at plain time where an employee has not worked 37 hours in the week. After 37 hours overtime is then paid at enhanced rates of time and a quarter or time and a half. Sundays and bank holidays are paid at either double, double and a half or triple time. Over time testing has been carried out over an eleven month period in 2018/19. The services with the highest overtime expenditure are Environmental Services and Leisure Services. The third and fourth highest overtime use in the period tested was for specific projects and at much lower levels (£21k and £6k). The remaining areas of the council have very little use of overtime.

The total salary and overtime expenditure in the period is shown in the table below:

Detail	£
Salaries (all depts.)	4,856,667
Overtime incl. flex allowance (all depts.)	354,949
Environmental Services salaries	841,424
Environmental Services overtime incl. flex allowance	186,034
Leisure Services salaries	398,377
Leisure Services overtime	127,703

- 1.2 It is management's responsibility to develop and maintain sound systems of risk management, internal control and governance and for the prevention and detection of irregularities and fraud. Internal audit work should not be seen as a substitute for management's responsibilities for the design and operation of these systems.

We endeavour to plan our work so that we have a reasonable expectation of detecting significant control weaknesses and, if detected, we shall carry out additional work directed towards identification of consequent fraud or other irregularities. However, internal audit procedures alone, even when carried out with due professional care, do not guarantee that fraud will be detected.

Accordingly, our examinations as internal auditors should not be relied upon solely to disclose fraud, defalcations or other irregularities which may exist.

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



## 2 Audit Scope

### 2.1 Audit Objectives

The obtaining, examination and evaluation of information surrounding the function, in order to give an independent opinion on whether the internal control procedures identified are operating effectively.

#### Key Controls

- Policies provide guidelines to staff and managers
- Authorisation of overtime claims and flex time-sheets

#### Scope of Audit Work

Review of processes and controls in relation to overtime and flex time including the review of overtime claims and flex records.

### 3 Audit Opinion

3.1 A summary of Internal Audit’s opinion levels and their definitions is provided below:

Level	Definition
Significant Level of Assurance	The system of internal control is designed to support the Council’s corporate and service objectives and controls are consistently applied in all the areas reviewed.
Good Level of Assurance	There is generally a sound system of control designed to support the Council’s corporate and service objectives. However, some improvements to the design or application of controls is required.
Partial Level of Assurance	Weaknesses are identified in the design or inconsistent application of controls which put the achievement of some of the Council’s corporate and service objectives at risk in the areas reviewed.
No Level of Assurance	There are weaknesses in control, or consistent non-compliance which places corporate and service objectives at risk in the areas reviewed.

3.2 This audit has been awarded a Good Level of Assurance. Based on the testing carried out, Audit Services can confirm that 3 out of 3 control objectives were partially met. Further details can be found in section 4 of this report.

## 4 Detailed Findings & Action Plan

The audit findings are detailed in this section on an exception basis only for the attention of management, therefore KCO's with adequate controls based on the samples examined are not included.

Recommendations are prioritised as follows:

Priority 1 – These relate to significant gaps in the Internal Control Framework

Priority 2 – These relate to minor gaps in the Internal Control Framework or significant issues of non-compliance with key controls

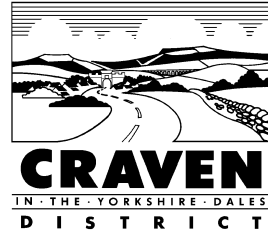
Priority 3 – These relate to minor issues of non-compliance with controls

Ref	Findings	Recommendation	Risk	Management Response	Officer responsible and implementation date
<b>Flexi time is controlled</b>					
332	4 out of the 10 samples had errors in entering the carry forward figure into the new weeks' timesheet. This was due to either an incorrect figure being entered or the incorrect option being applied in the accrued/ deficit field. However analysis of the data suggest that these were not deliberate and no fraud is suspected.	<b>Priority 3</b> Use a formula to carry forward the timesheet balance to the new sheet. Consider using a monthly timesheet rather than weekly ones to reduce the carry forward action	Flexi time is inaccurately accounted for and staff accrue time they haven't worked, resulting in financial loss to the Council and reputational damage.	<b>Agreed</b>	HR Manager 10/02/2020
<b>Overtime is controlled</b>					
333	Testing highlighted that regular contractual overtime of 4.5 hours per week is being paid to refuse drivers for vehicle tipping, cleaning and inspection. Overtime rates are being used to carry out the normal weekly duties of the role. The agreement for this arrangement has been in place for possibly more than	<b>Priority 2</b> Best value for money should be achieved in the service, the normal operations should be completed within normal working hours at unenhanced rates.	Wages costs are higher than necessary	<b>Agreed</b>	HR Manager Environmental and Housing Manager 10/02/2020

Ref	Findings	Recommendation	Risk	Management Response	Officer responsible and implementation date
	10 years. The drivers daily schedules have recently been redrafted but without the knowledge of this arrangement.				
<b>Policies and procedures are in place.</b>					
334	There is no corporate policy on managing overtime. The rules of the scheme specific to the location of work are specified on the statement of particulars. The statement of particulars are not found on the intranet where they would be easily accessible to all.	<b>Priority 2</b> Management should consider having a corporate policy for overtime that is easily accessible by all staff, and one that sets out the circumstances of when overtime is appropriate.	There is no flexi time policy in place There is no overtime policy in place	<b>Agreed</b>	HR Manager 22/11/2019

Any queries or requests for further information regarding this report should be directed to Audit Services on 01423 500600 (ext) 58584. Audit Services would like to thank the officers involved for their assistance during this audit.

**Audit and Governance Committee –  
21<sup>st</sup> October 2019**



**Report of Ward Member Grants  
Awarded 2018-19**

Report of the Chief Executive  
Lead Member: Councillor David Ireton

Ward(s) affected: All

1. **Purpose of Report** – To report back to Members on which projects across Craven have been awarded Ward Member Grants and how the grants have been allocated across each Ward during 2018-19.

2. **Recommendations** – Members are recommended to:

2.1 Note the contents of the report

3. **Report**

3.1 **Background**

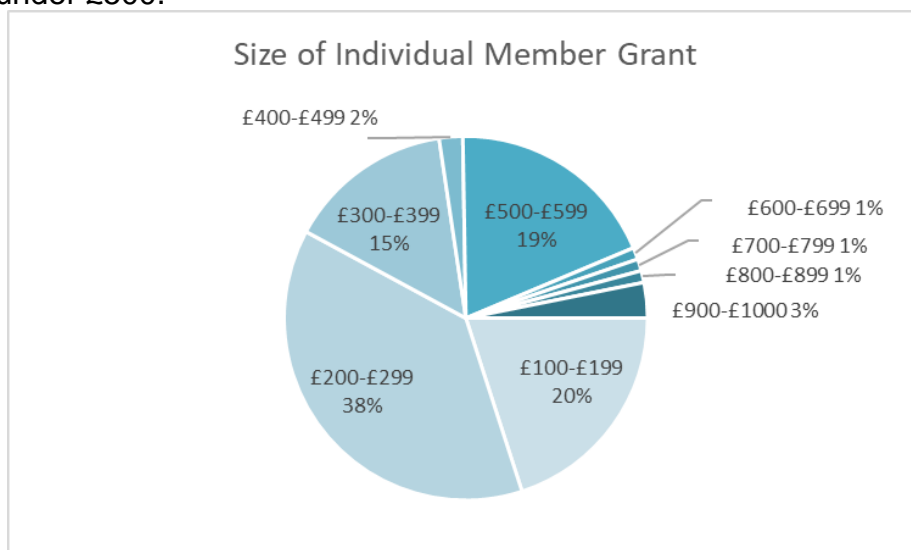
The Ward member Grant Scheme was introduced in 2016/17.

Each Member has an annual funding allocation of £1,000 giving an overall budget of £30,000 of which £29,541.20 was allocated to community projects.

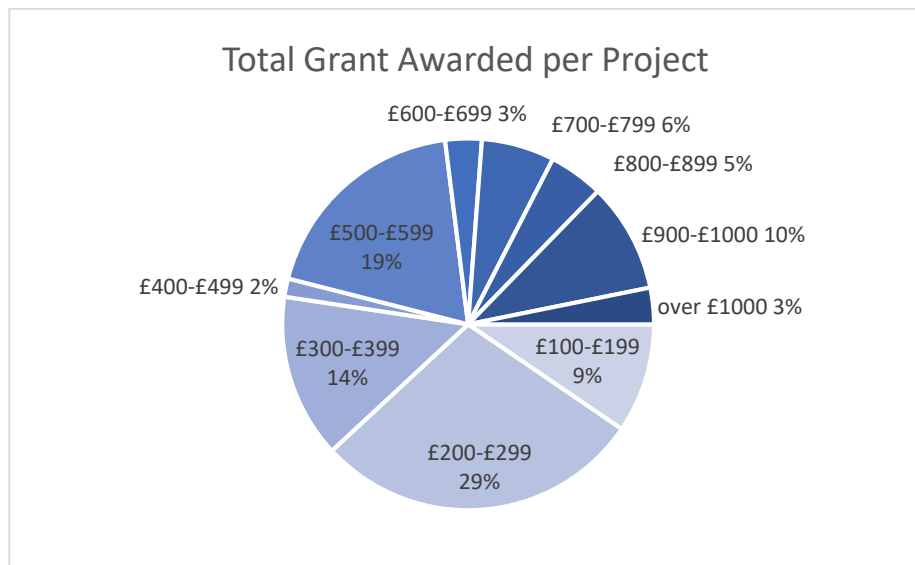
Two Members did not allocate all of their budget giving an overall underspend of £458.80.

3.2 **Size of Grants Awarded**

Members made a total of 95 individual grant awards during 2018-19 ranging from £1,000 to £100. Over half of individual awards were under £300 (58%) and 75% were for under £500.



3.3 The total numbers of projects receiving Ward Member Grants in 2018-19 was 63. 20 projects were awarded funding from two or more members which is why the number of projects supported was lower than the total number of awards. The maximum amount of funding project can receive is £2,000. Over half of projects received total awards under £400 and less than one quarter of projects received £700 or over. Four projects received grants totalling £1000 and two projects received total grant awards over £1000.



**3.4 Types of Project**

Local groups applied for funding for a wide range of projects as summarised in the table below.

Type of Project	Number of Projects	Total Funding
Community Events	5	£1,800
Arts & Heritage Projects	4	£1,380
Sports Equipment & Facilities	11	£6,598
Playground Equipment	2	£1,300
Environmental Improvements	7	£2,291
Activities for Older People	4	£1,000
Activities for Children & Young People	11	£5,557
Community Building Improvements	8	£4,615
Village Amenities	11	£5,000
<b>Totals</b>	<b>63</b>	<b>£29,541</b>

**3.5** Village amenities included a variety of items such as defibrillators, local newsletters, war memorials and support for setting up community shops.  
A full list of the grants awarded is given in Appendix A.

**4. Implications**

**4.1 Financial Implications**

£30,000 has been included in the revenue budgets for 2018-19, 2019-20 and 2020-21 for the Ward Member Grants Programme.

**4.2 Legal Implications** – The Council is empowered under the Localism Act 2011 (General Power of Competence) to authorise expenditure benefiting local communities.

**4.3 Contribution to Council Priorities** – Ward Member Grants contributes to the Corporate Priority Resilient Communities.

**4.4 Risk Management**

Members may become more likely to receive allegations or complaints against them of misuse of public money. The risk can be mitigated by each member:

- Ensuring the criteria is followed
- Sharing knowledge and information with other members
- Considering the perception some people may have of a decision
- Considering how a decision enhances, not detracts from the Council's reputation.
- Avoiding making funding decision at pre election periods as stated in application process

**4.5 Equality Analysis**

An Equality Impact Assessment **has not** been completed on the proposals as completion of **Stage 1- Initial Screening** of the Procedure when first taken to Members in 2016-17 identified that the proposed policy, strategy, procedure or function **does not have** the potential to cause negative impact or discriminate against different groups in the community based on •age • disability •gender • race/ethnicity • religion or religious belief (faith) •sexual orientation, or • rural isolation,

**6. Access to Information : Background Documents** – N/A

**7. Author of the Report** – Kate Senior, Partnerships Officer Email: [kseior@cravendc.gov.uk](mailto:kseior@cravendc.gov.uk) Tel No: 01756 706414

**8. Appendices**

Appendix A – List of Ward Member Grants Awarded during 2018-19

**List of Ward Member Grants Awarded during 2018-19**

Ward	Councillor	Projects Funded	Award
Aire Valley	Cllr Brown	New Gazebo for Cononley Parish Council	£200.00
		Cononley Village Shop Group	£400.00
		New Bollards in Bradley	£200.00
		Selfa Holiday Workshops	£200.00
Aire Valley	Cllr Muilligan	Cononley Village Shop Group	£400.00
		Cononley Community Bowling Group	£600.00
Barden Fell	Cllr Pighills	Draughton Memorial Garden	£500.00
		Appletreewick Notice Board	£200.00
		Halton East Defibrillator	£300.00
Bentham	Cllr Brockbank	North Ribblesdale Rugby Club Schools Programme	£180.00
		Bentham Community Youth Café	£820.00
Bentham	Cllr Thompson	Bentham & Burton Recycling Leaflet	£200.00
		Bus Hire for Bentham Area Refugee Event	£200.00
		North Ribblesdale Rugby Club Schools Programme	£180.00
		Burton Stay and Play Storage Shed	£120.00
		Bentham Community Link Centre Transport Costs	£100.00
		Lonsdale Archers - Training for Coaches	£200.00
Cowling	Cllr Mercer	Cowling Bowls and Social Club	£100.00
		Cowling Sports Club	£700.00
		Fallfest Fringe Stage Hire	£200.00
Embsay with Eastby	Cllr Shuttleworth	Double Glazing Embsay Village Institute	£1,000.00
Gargrave & Malhamdale	Cllr Myers	History of Gargrave 1900-1925 Book	£500.00
		Gargrave War Memorial	£500.00
Gargrave & Malhamdale	Cllr Sutcliffe	Gargrave War Memorial	£500.00
		Kirkby Malham Village Hall Kitchen	£500.00



## AGENDA ITEM 8

Glusburn	Cllr Barrett	Crosshills Football Line Marking Machine	£500.00
		New Shed at Crosshills Centre	£500.00
Glusburn	Cllr Baxandall	Cowling Bowls and Social Club	£100.00
		Fallfest Motivational Speaker	£300.00
		Skipton Embroiderers Guild	£200.00
		South Craven Explorer Scouts - Mess Tents	£200.00
		Selfa Holiday Workshops	£200.00
Grassington	Cllr Foster	Grassington in Bloom	£300.00
		Reindeer at Grassington Dickensian Festival 2018	£300.00
		Refurbish Kitchen at Hebden Village Hall	£260.00
		Grassington Hub Children's library	£140.00
Hellifield & Long Preston	Cllr Moorby	Long Preston Playing Field	£500.00
		Age Concern Hellifield Lunch Club	£200.00
		Older Residents Village Get Together	£200.00
		Hellifield Village Magazine	£100.00
Ingleton & Clapham	Cllr Ireton	Eldroth Village Hall Emergency Exit Ramp	£300.00
		Ingleton Autumn Light Show	£500.00
		Austwick Parish Hall external display	£200.00
Ingleton & Clapham	Cllr Lis	Eldroth Village Hall Emergency Exit Ramp	£200.00
		Ingleton Autumn Light Show	£250.00
		Clapham & District Newsletter	£200.00
		Austwick Parish Hall external display	£100.00
		North Ribblesdale Rugby Club Schools Programme	£250.00
Peny Ghent	Cllr Welch	Grass Trimming Horton in Ribblesdale	£300.00
		Selside Defibrillator	£300.00
		Giggleswick Litter picking group	£141.20

## AGENDA ITEM 8

Settle & Ribblesbanks	Cllr Hull	Young Carers Life Skills Workshops	£190.00
		North Ribblesdale Rugby Club Schools Programme	£360.00
		1st Castleberg Scouts - Tent Fly Sheets	£250.00
		Rathmell Reading Rooms Dishwasher	£200.00
Settle & Ribblesbanks	Cllr Staveley	Little Wiggles Toddler Group	£250.00
		Young Carers Life Skills Workshops	£195.00
		1st Castleberg Scouts - Tent Fly Sheets	£250.00
		Rathmell Reading Rooms Dishwasher	£305.00
Skipton East	Cllr Harbron	New fence at Whinfield Bowling Club, Skipton	£500.00
		Skipton Cenotaph Improvements	£300.00
		South Craven Explorer Scouts - Mess Tents	£200.00
Skipton East	Cllr Jaquin	South Craven Explorer Scouts - Mess Tents	£300.00
		Selfa Holiday Workshops	£500.00
Skipton North	Cllr Dawson	The Log Cabin Ramp and Handrail	£200.00
		Aireville Park - Butterfly Play Sculpture	£300.00
		Craven Arts Studio Furniture	£200.00
		Whinfield Bowling club	£300.00
Skipton North	Cllr Whitaker	New fence at Whinfield Bowling Club, Skipton	£500.00
		Skipton Cenotaph Improvements	£500.00
Skipton South	Cllr Heseltine	New fence at Whinfield Bowling Club, Skipton	£250.00
		Skipton Juniors Football Club – Tournament Signage	£200.00
		Skipton Incredible Edible	£550.00
Skipton South	Cllr Solloway	New fence at Whinfield Bowling Club, Skipton	£200.00
		Extremism Awareness Upper Wharfedale School	£341.60
		Skipton Juniors Football Club – Tournament Signage	£258.40
		Young Carers Life Skills Workshops	£200.00

## AGENDA ITEM 8

Skipton West	Cllr Madeley	Craven Arts - Studio Furniture	£130.00
		7th Skipton Guides - Canalside Garden	£250.00
		Sandylands Gymnastic Equipment	£120.00
		Selfa Holiday Workshops	£500.00

Skipton West	Cllr Rose	Craven Arts - Studio Furniture	£150.00
		New Fence at Whinfield Bowling Club, Skipton	£100.00
		Skipton Juniors Football Club – Tournament Signage	£150.00
		7th Skipton Guides - Canalside Garden	£250.00
		Sandylands Gymnastic Equipment	£150.00
		Skipton Tennis - Sponsored Player Initiative	£200.00

Sutton-in-Craven	Cllr Morrell	New Fencing Sutton in Craven Community Centre	£500.00
		New Security Gates Sutton Village Hall	£500.00

Sutton-in-Craven	Cllr Place	Santa's Tour of Sutton-in-Craven	£250.00
		New Fencing Sutton in Craven Community Centre	£500.00
		New Security Gates Sutton Village Hall	£250.00

Upper Wharfedale	Cllr Graham	Kilnsey Defibrillator	£900.00
		Buckden Village Hall Disabled Access Improvements	£100.00

West Craven	Cllr Mason	Carleton Playground Cross Scales Play Equipment	£1,000.00
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**Total** **£29,541.2**