

# WITHIEL PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING HELD IN

THE WITHIEL VILLAGE HALL ON MONDAY, 19<sup>TH</sup> JUNE 2023 AT 7.00PM

Present	Cllr. M. Davies (Chairman)	Mrs. J. Burdon (Parish Clerk)	Cllr. Ms. J. Shearer (Vice-Chair)
	Cllr. R. Wilson	Cllr. E. Piper	Cllr. S. Coy
	Cllr. Mrs. W. Symons	Cllr. Ms. A. Lake	

Minute	AGENDA ITEMS	Action																					
116/23	<b>Apologies:-</b> None.																						
117/23	<b>Members Declaration of Interest on items raised on the Agenda/Requests for Dispensation:-</b> Chairman declared a pecuniary interest in respect of the request to pay Withiel Parochial a grant of £563.00 for grasscutting.  Councillor S. Coy declared a non-registerable interest under Paragraph 3.5A in the Withiel Parochial Church Council.																						
118/23	<b>Monthly Accounts for June 2023, including monthly bank reconciliation and budget monitoring and any other Financial Matters:-</b> It was proposed that the Council approve and accept the accounts for June 2023 as circulated on schedule, including agreement with the bank reconciliation and budget monitoring as reported (Proposed: Councillor Mrs. W. Symons; Seconded: Councillor R. Wilson) <table border="1"> <tr> <td>ICO</td> <td>£35.00</td> <td>ICO Annual Renewal</td> </tr> <tr> <td>HSBC – Bank Charges</td> <td>£8.00</td> <td>April 2023</td> </tr> <tr> <td>Zurich Municipal</td> <td>£241.00</td> <td>Annual Insurance</td> </tr> <tr> <td>Hudson Accounting Limited</td> <td>£125.00</td> <td>Internal Audit Fee 22/23</td> </tr> <tr> <td>Salaries and Expenses</td> <td>£253.06</td> <td>June 2023</td> </tr> <tr> <td>HMRC – Income Tax</td> <td>£57.00</td> <td>June 2023</td> </tr> <tr> <td><b>Receipt:-</b> HMRC – VAT</td> <td>£97.73</td> <td>Reimbursement 31.3.23</td> </tr> </table> Chairman declared a pecuniary interest in respect of the following item and duly left the meeting room:-	ICO	£35.00	ICO Annual Renewal	HSBC – Bank Charges	£8.00	April 2023	Zurich Municipal	£241.00	Annual Insurance	Hudson Accounting Limited	£125.00	Internal Audit Fee 22/23	Salaries and Expenses	£253.06	June 2023	HMRC – Income Tax	£57.00	June 2023	<b>Receipt:-</b> HMRC – VAT	£97.73	Reimbursement 31.3.23	Clerk
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119/23	<b>Request to pay Withiel Parochial Church Council a S137 Grant of £563.00 now for grass cutting in the 2023 growing season as originally agreed when setting the Parish Council budget:-</b> Resolved to grant a sum of £563.00 for annual grasscutting (Proposed: Councillor E. Piper; Seconded: Councillor Mrs. W. Symons) (1 abstention) <b>Action:</b> Clerk.  Chairman returned to the meeting room.	Clerk																					
120/23	<b>Voltaise Solar Funding and how to deal with finances and arrange for payment:-</b> Resolved to look at various projects, i.e. defibrillators, etc and put together a set of rules and guidelines for grants, allowing for all local organisations to apply.  Once the funding has been received from Voltaise, Clerk will look at investing in a separate interest account. To be included on the next agenda <b>Action:</b> Clerk.	Clerk																					

121/23	<b>Approval of Annual Accounts for the year ending 31<sup>st</sup> March 2023:-</b> It was resolved to approve the Annual Accounts for the year ending 31 <sup>st</sup> March 2023 as set out, which were duly signed by the Chair and Clerk (Proposed: Councillor S. Coy; Seconded: Councillor Ms J. Shearer) <b>Action:</b> Clerk to send to External Auditors and advertise accordingly.	<b>Clerk</b>
122/23	<b>Approval of Certificate of Exemption – Agar 2022/2023 Part 2:-</b> It was resolved to approve the Approval of Certificate for Exemption – Agar 2022/2023 Part 2 for the year ending 31 <sup>st</sup> March 2023 as set out, and duly signed by the Chair and Clerk (Proposed: Councillor S. Coy; Seconded: Councillor Ms J. Shearer) <b>Action:</b> Clerk to send to External Auditors and advertise accordingly.	<b>Clerk</b>
123/23	<b>Approval of Section 1 of Annual Return – Annual Governance Statement 2022/2023:-</b> It was resolved to approve Section 1 of the Annual Return as set out (Proposed: Councillor S. Coy; Seconded: Councillor Ms J. Shearer) <b>Action:</b> Clerk to send to External Auditors and advertise relevant statement advising that the accounts are unaudited at this time, as per regulations.	<b>Clerk</b>
124/23	<b>Approval of Section 2 of Annual Return – Accounting Statements 2022/2023:-</b> It was resolved to approve Section 2 of the Annual Return as set out (Proposed: Councillor S. Coy; Seconded: Councillor Ms J. Shearer) <b>Action:</b> Clerk to send to External Auditors and advertise relevant statement advising that the accounts are unaudited at this time, as per regulations.	<b>Clerk</b>
125/23	<b>Internal Auditors Report to be actioned for the year ending 31<sup>st</sup> March 2023:-</b> Clerk reported on internal audit carried out and the internal audit response record as follows:- <ol style="list-style-type: none"> <li>1. Appropriate accounting records have been properly kept throughout the financial year. The accounts are maintained on a spreadsheet; they are up to date, in balance and free from material errors.</li> <li>2. This Authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and vat was appropriately accounted for. Financial Regulations were reviewed in November 2022. Testing revealed no issues to report.</li> <li>3. This Authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. Statutory Insurances are in place and the Fidelity Guarantee is adequate at £250K. Rise Assessment &amp; Internal Controls – The risk assessment was reviewed in July 2022 and the Risk Policy and review of the effectiveness of internal controls were reviewed in September 2022.</li> <li>4. The precept or rates requirements resulted from an adequate budgetary process; progress against the budget was regularly monitored, and reserves were appropriate. The 2023/24 budget and precept were properly approved by Council following the production of detailed estimates. Budget monitoring – Reports are taken to each Council meeting. Reserves stand at £4,602; equating to 60% of gross expenditure which is within generally accepted parameters. A reserves policy had been adopted.</li> <li>5. Expected income was fully received, based on correct prices, properly recorded, and promptly banked; and vat was appropriately accounted for. Precept – The precept received was checked to the records of the Council and the principal authority and found to be in accord. A VAT claim for the year has been prepared including a small unclaimed amount from the 2021/22 financial year.</li> <li>6. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and vat appropriately accounted for. Not Operated.</li> </ol>	

	<p>7. Salaries to employees and allowances to members were paid in accordance with this Authority's approvals, and PAYE and NI requirements were properly applied. The national pay award and spinal column point incremental increase was accurately implemented. Back-pay was calculated correctly.</p> <p>8. Asset and investments registers were complete and accurate and properly maintained. The asset register has remained unchanged, and the total value of assets held is accurately reflected in the AGAR.</p> <p>9. Periodic and year-end bank account reconciliations were properly carried out during the year. Monthly bank reconciliations are reported to and approved by Council. The year-end bank reconciliation was found to be accurate.</p> <p>10. 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 appropriate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded. The accounts were prepared on a receipts and payments basis and were in accord with underlying records. An audit trail was provided, and accompanying information required by the external auditor produced.</p> <p>11. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. The Council meet the exemption criteria and correctly declared thus.</p> <p>12. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements. The requirements have not been met as Council has not published the Certificate of Exemption or the bank reconciliation. Clerk reported this had since been rectified and was due to change of website and updating.</p> <p>13. In the year covered by this AGAR, the authority provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations. The AGAR was properly approved by Council, the requisite Notice was published and the correct number of days for public inspection were allowed.</p> <p>14. The authority has complied with the publication requirements for 2022/22 Agar. The requirements have not been met as the Council has not published the Certificate of Exemption or the bank reconciliation. Clerk reported this had since been rectified and was due to change of website and updating.</p> <p>15. Trust Funds (including charitable). The Council met its responsibilities as trustee – Not applicable.</p> <p>It was resolved to approve the Internal Auditors Report and action any queries raised (Proposed: Councillor S. Coy; Seconded: Councillor Ms J. Shearer)  <b>Action:</b> Clerk</p>	<b>Clerk</b>
126/23	<p><b>Date of next Meting and Meetings for 2023:-</b> Next meeting to be held on Wednesday 5<sup>th</sup> July 2023 at 7.00pm in the Withiel Village Hall Committee Meeting Room.</p> <p>All other Meetings to be confirmed as the Wednesday 2<sup>nd</sup> August, 6<sup>th</sup> September, 4<sup>th</sup> October, 1<sup>st</sup> November, 6<sup>th</sup> December 2023. Clerk reminded Councillors of her apologies for the 2<sup>nd</sup> August meeting as originally mentioned she was not available that week due to her Daughters pending wedding and would be taking annual leave. Councillors were either minded to not hold the August meeting as in the past or if any planning applications come in to call a meeting and Councillors can make notes accordingly.</p>	

	It was agreed to discuss and make a decision at the July meeting. There being no further business to discuss the meeting closed at 7.22pm	
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Signature: .....  
Chair

Date: 5<sup>th</sup> July 2023