Sutton Heath Parish Council

# Annual Parish Meeting Minutes

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| --- | --- | --- | --- |
| **Date** | Tuesday 13th J | **Present** | **Attendees** |
| **Time** | 19:00 | Cllr L Chalklen |  |
| **Location** | Barnsdale Community Centre | Cllr N Ward |  |
|  |  | Cllr S Hadley |  |
|  |  | Cllr M Thomas |  |
|  |  | Cllr M Merriam |  |
|  |  | V Daly (Parish Clerk) |  |

## To receive apologies for absence

Apologies for absences were received from Councillor Adelle Betteridge and Elaine Prokopowycz and accepted by the council.

## To receive Declarations of Interest in respect of Agenda items

No interests were declared.

## To discuss internal audit report provided by Heelis and Lodge

Following the internal audit report provided by Heelis and Lodge the parish clerk presented the report for 2022/2023.

### Proper book-keeping

These were all found to be in order and no further action required.

### Financial Regulations

These need to be reviewed annual. Councillor Chalklen is considering the NALC guidelines provided on the SALC website and will review at the next council meeting. It was questioned whether or not the council required a Financial Committee. The parish Clerk will check with SALC regarding this.

### Risk Assessment of GDPR

GDPR regulations have changed in May 2018 and the councils risk assessment needed to be reviewed on an annual basis. It was proposed by Cllr Chalklen that an annual review of risk assessments and internal controls would be conducted in the January meeting. This was seconded by Cllr ward.

### Review of Internal Control

It was recommended that a formal review of Risk assessments and internal controls was performed annually. It was proposed by Cllr Chalklen that an annual review of risk assessments and internal controls would be conducted in the January meeting. This was seconded by Cllr ward.

### Review of Risk Assessments

It was recommended that a formal review of Risk assessments and internal controls was performed annually. It was proposed by Cllr Chalklen that an annual review of risk assessments and internal controls would be conducted in the January meeting. This was seconded by Cllr ward.

### Transparency Code of Conduct

It was highlighted in the audit report that the council was not meeting the Transparency Code in accordance of the guidelines. It was recommended that all items of expenditure over £100 is published on the website. The declarations were incorrect on the annual governance statement as per the 2022 audit report. Box 11 of the AGAR needed to be completed and signed by the RFO. The 2022 Annual Return had not been published on the website. It was also highlighted that although the Notice of Public Rights, The dates were incorrect as per the Audit report 2022 and needed to be republished with the correct dates.

The Parish Clerk suggested to publish the excel spreadsheet of the Parish Council accounts on the website to clearly show all spending and to meet the requirements to publish all spending over £100.

The declarations for the 2023 AGAR were correctly completed during the council meeting and checked by Cllr Ward. This was signed by the RFO.

Since receiving the Internal Audit Report, The parish clerk has updated the website with the 2022 AGAR and Annual Returns.

The Notices of Public Rights for 2023 have been updated and republished on the website by the Parish Clerk since receiving the audit report.

### Budgetary Controls

Effective budgetary controls are in place and the precept was agreed in full however the precept amount had not been minuted.

The Clerk advised the council regarding itemising an accurate budget and publishing this so the council can track finances. Currently there was no amounts for the precept for 2023.

The Clerk needs to create a budget for the precept amount for 2023/2024 ready for the council to review at next meeting.

### Income Controls

All were found to be in order – no further action required.

### Petty Cash

No petty cash was recorded in the Audit however it was queered if the poppies vouchers which were managed by Cllr Betteridge counted as petty cash and to put it as an item at the next meeting to discuss if records were kept on uptake of these as £50 was initially spent on this scheme but £100 total earmarked for it.

### Asset Control

A separate register was in place and values were recorded at cost value/insurance value. No further recommendations were made.

The council questioned if a depreciation value should be calculated and it was actioned that the parish clerk should contact the insurance company and query this.

### Bank Reconciliation

The bank reconciliation was carried out by adding the cheques back into the accounts which has produced an incorrect figure in Box 8 of the AGAR form.

Cllr Ward corrected the figure on the AGAR to the correct figure and assist in amending the finance spreadsheet to accurately calculate the AGAR figures in future.

### Reserves

The council have adequate general reserves. No further action required.

### Year-end Procedures

No action required

### Internal Audit Procedures

There was no evidence that the Internal Audit report for 2020, 2021 and 2022 were considered by the council. It was recommended to minute the review of the Internal Audit Report.

This was an extracurricular meeting to review the Internal Audit Report and complete the AGAR. This will be minuted by the parish clerk.

### External Audit

The Council formally approved the 2022 AGAR at a meeting of the full Council held on 9/5/2022 (Ref: 12.ii). The Council declared themselves Exempt from External audit for the 2021-2022 financial year. As noted in the 2021-2022 Internal Audit: Box 4 - The Council should tick ‘No’ in box 4 as the Council have the incorrect dates published both on the 2022 Notice of exercise of public rights. Box 5 - The Council should tick ‘No’ in Box 5 as there is no evidence in the minutes that the risk assessment or internal controls were reviewed during the year of audit. Box 7 – The Council should tick ‘No’ in Box 7 as the Council have not taken appropriate action against the matters raised in the 2021 or 2022 Internal Audit reports.

This year the correct boxes have been completed by Heelis and Lodge and care has been taken to correctly complete the AGAR form to send to the external auditor.

## To consider any planning applications received

A planning application was received for 5 Easton Road ref: DC/23/1892/FUL on Tuesday 16th May (the day after the last council meeting) the deadline for a response was 6th June. This was discussed by the council and decided to approve the side extension however oppose the dormer. This was proposed by Cllr Ward and seconded by Cllr Chalklen.

It was unanimous decision to approve the side extension and oppose the dormer.

A second application was received for DC/23/2093/FUL Pettistree Hall Wood Hall. Cllr Chalklen informed the council that this property was not in the council’s jurisdiction and the parish clerk needed to inform ESC so they could send the application to the correct Council.

## To complete and sign AGAR.

The AGAR was completed and signed by Cllr Chalklen and the parish clerk/RFO Victoria Daly.

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## To receive public questions

No public were in attendance.

## To consider correspondence received by Parish Clerk

No correspondence were received.

## To discuss AOB (for info only – any decisions to go on Agenda for next meeting)

To discuss concerns regarding children kicking footballs at residence houses.

## To agree the date of next meeting

The next council meeting will be held on Monday 10th July at 7pm.

The meeting closed at 8pm.

Signed: …………………………………….. …………………………………………..

Chair Parish Clerk

Date: ………………….………………….. ………………………………………….