

MORETON, BOBBINGWORTH AND THE LAVERS PARISH COUNCIL

DRAFT MINUTES

Meeting: Extraordinary Council Meeting

Date: 18th June 2024

Time: 7.30 PM

Venue: Moreton Village Hall

PRESENT:

Councillors (8): Cllr Crosbie (Chairman), Cllr Stuart, Cllr Darken, Cllr Offord, Cllr Padfield, Cllr Dawson, Cllr Collins, Cllr Day

Also in Attendance (1): Adriana Jones – Clerk

Members of the Public: (0)

Members of the Press (0)

PC.447 APOLOGIES FOR ABSENCE

None.

PC.448 OTHER ABSENCES

None.

PC.449 DECLARATIONS OF INTEREST

There were no declaration of interest.

PC.450 PARISHIONERS' FORUM

There were no members of the public present.

PC.451 INTERNAL AUDIT 2023/2024

Councillors had been provided with a full copy of the final internal audit for 2023/2024, and considered the three formal recommendations as follows;

- **Recommended** that the insurance Fidelity Guarantee be increased from £25,000 as the Council throughout the year can have nearly £50,000 in its accounts. **AGREED** to increase it to £250,000 as this incurred no extra cost.
- **Recommended** that Council considered putting in place a formal regime for the checking of all amenities as per councillor responsibilities to mitigate risk. It was noted that the Clerk completed and recorded an annual review of each asset, and that the majority of the Councils assets were informally reviewed on a regular basis, for example when councillors erected notices on notice boards, etc. However it was **AGREED** that once per year the Clerk will include in a full Council agenda for councillors to formally review each asset.
- **Recommended** that the Council ensured that the councillors' Code Conduct was swiftly added to the Council's website. **AGREED.**

There were also a number of other actions that were included in report and that the Clerk would like to introduce which were **AGREED** by Council:

- Moving to an Office 365 subscription to allow all documents to be stored on the cloud (Business Risk) – the cost was expected to be between £50-£70 per annum. The Chairman would also be given a list of all the Parish Councils passwords to ensure business continuity in the case of absence of the clerk.
- Bank Statements to be reviewed and signed by the Chair or Vice Chair at each meeting alongside the bank reconciliation.
- Split and publish policies and procedures as individual documents (once policies agreed by full Council).

PC.452 REIVEW OF INTERNAL CONTROLS

Each year the Parish Council is responsible for conducting a review of the effectiveness of its system of internal control. Attached to the agenda was a document which set out how this review was conducted. Councillors completed a review of the effectiveness of internal controls, and **AGREED** they were happy with

the current systems and levels of internal control in place. Councillors also felt that moving to Office365 and providing the Chairman with passwords would help strengthen these controls.

PC.453 EXTERNAL AUDIT – AGAR – 2023/2024

Each year the Councils Accounts and Practices (known as the Annual Governance and Accountability Return - AGAR) are reviewed by an external auditor appointed by the Smaller Authorities' Audit Appointments Ltd. For this Council, PKF Littlejohn are our appointed auditors. The following dates for the External Audit apply for this Council:

- The AGAR must be approved by 30th June 2024 and submitted to PKF Littlejohn by 1st July 2024.
- The requirement for the public inspection period (to include the first 10 working days of July) will start 24th June and will end on 2nd August 2024.

For 2022/2023, the Parish Council was able to declare itself 'exempt' as it met the required criteria, however this is not the case for 2023/2024. This Council is therefore subject to an Intermediate Review as part of the limited assurance review process. Council therefore:

- a) Considered the review of effectiveness of the system of internal control of this Council
- b) Prepared the Annual Governance Statement (Section 1)
- c) Approved the Annual Governance Statement by way of **RESOLUTION. PROPOSED** Cllr Offord and **SECONDED** Cllr Darken. All agreed.
- d) Considered the Accounting Statements (Section 2)
- e) Approved the Accounting Statements by way of **RESOLUTION. PROPOSED** Cllr Padfield and **SECONDED** Cllr Stuart. All agreed.
- f) Ensured that both the Annual Governance Statement and Accounting Statement were signed and dated by the person presiding at the meeting.

Councillors noted that all the relevant documentation would be published in accordance with the statutory requirements, including the notice of public rights.

P.454 DATES AND LOCATIONS OF NEXT MEETINGS

- Tuesday 9th July – Magdalen Laver Village Hall
- Tuesday 10th September – Moreton Village Hall
- Tuesday 12th November – Moreton Village Hall
- Tuesday 10th December - Christmas lighting and open meeting – Moreton Village Hall

Meeting closed.

Chairman

Date