

South Croxton Parish Council

Minutes of the Annual Parish Council Meeting held on Monday 17th May 2021 at 6.15 pm in the Village Hall

The meeting was held in the Village hall and proceedings were in compliance with the latest Government 'Safer Working Places' guidance.

Councillors present: Cllr Dave Morris (Chairman), Cllr Elizabeth Norton, Cllr Stephen Goodger, Cllr Vicki Newby.

Members of the Public: One

In attendance: Clerk – Mr SC Johnson

SC 67 21 Welcome

Cllr Morris opened the meeting and welcomed all present.

SC 68 21 Election of Chairman

Following discussion it was unanimously resolved that Cllr Dave Morris would continue as Chairman for the coming year 21/22 and a Declaration of Office in the post of Chairman was signed by Cllr Morris at the meeting. Cllr Joann Charles had notified by email her resignation from the Council. The clerk sent an email to Cllr Charles to express Councils thanks for her long service to the Parish Council.

SC 69 21 Apologies for Absence:

Cllr Jo Charles, Borough Cllr Daniel Grimley

SC 70 21 Disclosure of Interests and Dispensation by Councillors for this meeting

No interests or dispensations were declared at the start of or during the meeting. All Cllrs notified that their Registers of Interests were up to date.

SC 71 21 Approve by resolution and sign Minutes of the Parish Council meeting held on 6th April 2021

The minutes, circulated before this meeting, were approved by resolution – proposed by Cllr Norton, seconded by Cllr Morris, no objections. The minutes were signed by Cllr Morris. Clerk to add the minutes to the website and file the copy.

SC 72 21 Financial Matters

a) Bank Accounts and Reserves

Statement Current Account Balance	£	7441.91
Estimated Income to year end	£	5896.16
Total	£	13338.07
Estimated spend to year end	£	10702.36
Estimated Current Account Balance	£	2635.71
Statement Reserve Account Balance	£	15922.56

b) Cheques to be approved and at meeting:

HMRC (May)	£ 57.20	Chq No. 961
Clerk Wages (May)	£ 229.67	Chq No. 962
Insurance	£ 335.84	Chq No. 963
Grass Cutting	£ 160.00	Chq NO. 964
Total Value	£ 782.71	

Note: The Grass cutting cheque was added after publication of the agenda

Confirmed:	Chairman	Date:

The Bank Balances for the Current and Business Reserve Accounts above were confirmed against the Bank Statements by Cllr Goodger.

SC 73 21 Internal Auditors Report for 2020-2021

The Internal Auditor had produced a written report which was included in the papers circulated to Councillors prior to this meeting. The Internal Auditors Report, which is Page 4 of the Annual Governance & Accountability Return 2020/21 was signed by the Auditor on completion of her work. The report was included in the documents sent to Councillors prior to the meeting.

SC 74 21/1 Audit – AGAR (Annual Governance & Accountability Return)

Copies of all the relevant and unsigned documents had been sent to Councillors prior to the meeting.

SC 74 21/2 The Annual Governance and Accountability Return (AGAR) 2020/21 Part 2

was completed and (using the flow chart provided in guidance documentation) and having established qualification due to the higher gross income and gross expenditure being less than £25,000 they declared themselves exempt from sending the FULL completed Annual Governance and Accountability Return Part 2 to the External Auditor for a limited assurance review.

SC 74 21/3 The Certificate of Exemption – Page 3 of AGAR 2020/21 Part 2

was resolved as approved by the Council and signed by the Responsible Financial Officer and the Chairman. This document will be published on the Councils Website before 1st July 2021. The completed certificate will be returned to the external auditor no later than 30th June 2021.

SC 74 21/4 The Section 1 - Annual Governance Statement 2020/21

was completed at the meeting having considered the 9 statements in turn, resolved as approved by the Council, and signed by the Chairman and the Clerk. This document will be published on the Councils Website before 1st July 2021.

SC 74 21/5 The Section 2 – Accounting Statement 2020/21

was completed by the Clerk and signed before presenting to the meeting and after consideration resolved as approved by Councillors and signed by the Chairman. This document will be published on the Councils Website before 1st July 2021.

SC 74 21/6 An explanation of the Variances on the Section 2 sheet of the AGAR

was presented to the meeting and explained by the Clerk. Councillors resolved to approve the Variances sheet. This document will be published on the Councils Website before 1st July 2021.

SC 74 21/7 The Bank Reconciliation sheet

was completed by the clerk and presented to the meeting. The figures were checked against the Councils' Bank Statements and resolved as approved by Councillors. This document will be published on the Councils Website before 1st July 2021.

SC 74 21/8 The Notice of Public Rights and Publication of Annual Governance and Accountability Return (Exempt Authority) had been completed was tabled at the meeting with a) the notification of what exempt authorities need to do to advertise the period during which rights may be exercised and b) sheets containing a summary of the rights which will be published with the Notice. Councillors approved the Notice and notifications.

The Notice of Public Rights and Notifications will be published on the Notice Boards in the Parish and on the Councils website on 11th June 2021 before the date of commencement of the period on 14th June 2021.

Confirmed:	Chairman	Date:

SC 75 21 Opportunity for Members of the Public to speak

No comments made.

SC 76 21 Items for inclusion in future agenda

Review of Policies, Play a Part project, Kings Lane Footpath update

SC 76 21 Date of next meeting

21st June at 6pm in the Village Hall at South Croxton

Meeting closed at 7pm

Confirmed:	Chairman	Date: