

Minutes of the Extraordinary Council Meeting held on Wednesday, 24th May 2023

In the Ray Shill Room, Northway Community Hub, Northway, commencing at 7:00 p.m.

Present: Cllr E Phennah (Vice-Chairman) Cllr C Blackmore
Cllr M Barnes (from Min Ref C/136/23) Cllr P Godwin
Cllr G Shelton Cllr S Terry

In Attendance: Mrs C Woodward, Clerk of the Council
Mrs L Stewart, Clerk's Assistant

C/137/23 **Apologies for Absence**

Apologies for absence had been received from Cllrs Roberts, Beadle, Mackenzie and MacTiernan. No further apologies for absence had been received.

C/138/23 **Declarations of Interest**

No declarations of interest were made as required by the Code of Conduct adopted by the Parish Council on 12th April 2023 (Minute Ref: C/85/23).

C/139/23 **Annual Governance and Accountability \ Return 2022/23 (AGAR)**

- a) **AGAR Submission** – The Clerk reported that the AGAR was due for submission by Monday 3rd July 2023.
- b) **Annual Governance Statement** – This document, attached to Members agendas, had been recommended for approval by the Finance Committee (Min Ref: FIN/48/23 (b) refers). The Clerk had tabled the full explanations from the Joint Panel on Accountability and Governance. After running through the Statements, Cllr Blackmore PROPOSED they were approved as recommended (detailed below). Cllr Terry SECONDED.

FOR: UNANIMOUS

	Agreed- Yes / No	‘Yes’ Means that the council:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	Yes	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Yes	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	Yes	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of elector’s rights in accordance with the requirements of the Accounts and Audit Regulations.	Yes	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.</i>

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C/139/23 **Annual Governance and Accountability \ Return 2022/23 (AGAR)** (continued)

	Agreed – Yes / No	‘Yes’ Means that the council:
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risk, including the introduction of internal controls and/or external insurance cover where required.	Yes	<i>Considered and documented the financial and other risks it faces and dealt with them properly</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	Yes	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	Yes	<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	Yes	<i>disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity, as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	N/A	<i>has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.</i>

- c. **Accounting Statements** (Section 2) – Members went through the Statements and received the Finance Committee recommendations (Min Ref FIN/48/23 (c) refers) and no issues were raised. Cllr Godwin PROPOSED the Accounting Statement was approved. Cllr Shelton SECONDED.

FOR: UNANIMOUS

- d. **Accounts / Financial Statements for the Year ended 31 March 2023** – The Financial Statements were attached to Members Agendas. Members received the Finance Committee’s recommendation for their approval including the amendments. Cllr Terry PROPOSED approval.

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- e. **Public Rights** – The Clerk informed Members that the period for Public Rights would be displayed in noticeboards and the web site from 5th June to 14th July 2023.

- f. **Annual Internal Audit** – The Annual Internal Audit Report 2022/2023 was tabled, and no issues were raised. The Full Internal Audit Report had previously been received and no issues were raised.

- g. **Further Items** – There were no other items raised relating to the Annual Governance and Accountability

C/140/23 **Correspondence received after 18th May 2023**

No items had been received.

7.29pm – Cllr Barnes joined the meeting.

As there was no further business the meeting concluded at 7.30 pm.