

## HEATON WITH OXCLIFFE PARISH COUNCIL

### Minutes of the Annual Meeting of the Parish Council held remotely using Zoom Cloud Application on Thursday 18<sup>th</sup> June 2020 commencing at 7-00pm.

#### Attendees:-

Councillor Mr K Percy (Chair)  
Councillor Mr P Melling (Deputy Chair)  
Councillor Mrs G Kelly  
Councillor Mr W Jackson  
Bob Bailey (former Parish Clerk)  
Adrian Osmotherley (Parish Clerk)  
No members of the public were present at the meeting

1. **Apologies:** Apologies were received from Councillors Mrs M Baxter and Mr S Edmondson and from Judith Shaw.
2. **Minutes of the Annual Meeting of the Parish Council held on 24<sup>th</sup> May 2019:** Minutes of the previous Annual Meeting were approved with a minor amendment to the date in Item 2 being 2018 not 2019.
3. **Election of Chair:** It was proposed by Councillor Percy and seconded by Councillor Kelly and **RESOLVED** unanimously that Councillor Melling be Chair of the Parish Council for the municipal year 2020 - 2021.
4. **Election of Deputy Chair:** It was proposed by Councillor Percy, seconded by Councillor Kelly, and **RESOLVED** unanimously that Councillor Jackson be elected as the Deputy Chair of the Parish Council for the municipal year 2020 - 2021.
5. **Declaration of Acceptance:** Due to the COVID-19 restrictions and the meeting was being held remotely the *Declaration of Acceptance of Office* will be signed by the Chair and Councillors present at the meeting for the municipal year 2020 - 2021 at an agreed date and time following the meeting. An **action** was placed on the former Parish Clerk to arrange for wet signatures to be obtained. It was at this point that Councillor Melling took over responsibility as Chair for the remainder of the meeting.
6. **Declarations of Interest:** Due to the COVID-19 restrictions and the meeting was being held remotely the *Declaration of Interests* for the municipal year 2020 - 2021 will be signed by Councillors present at the meeting at an agreed date and time following the meeting. An **action** was placed on the former Parish Clerk to arrange for wet signatures to be obtained.
7. **Annual Governance & Accountability Return (AGAR) 2019 – 2020:** The former Parish Clerk presented the AGAR Return 1. Introduction and 2. Detail and the completed AGAR Return 2019/20 Part 2 for smaller authorities where gross income or expenditure is less than £25,000. Councillors were informed that the Parish Council met the new qualifying criteria for exemption from a limited assurance review by the external auditor provided it completes the:
  - a) *Certificate of Exemption* (page 3 of the AGAR) and returns it to the external auditor, and the;
  - b) *AGAR (part 2)* made up of:
    - the *Annual Internal Audit Report* (page 4 of the AGAR) completed by the parish council's internal auditor;
    - *Section 1 – Annual Governance Statement* (page 5 of the AGAR) and *Section 2 – Accounting Statements* (page 6 of the AGAR)

Councillors were advised that following the internal audit review of the financial accounts and statements, the internal auditor had already completed the *Annual Internal Audit Report*. It was

reported that the annual gross income for 2019 - 2020 was £10,639 and gross expenditure of £9,516 representing balances as at 31<sup>st</sup> March 2019 of £5,104. The Receipts and Payments and Bank Reconciliation documents that had been provided to Councillors were used to explain and justify the above income, expenditure and closing balance calculations.

After some questions and comments, it was **RESOLVED** that the former Parish Clerk be thanked for his work throughout the past year in maintaining the Parish Councils accounts and that the AGAR Return 2019/20 Part 2 be completed and signed at an agreed date and time following the meeting. An **action** was placed on the former Parish Clerk for wet signatures to be obtained. The *Certificate of Exemption* can then be submitted to the external auditor.

The internal auditor has advised that his services will not be available to the Parish Council next year. The former Parish Clerk offered to carry out the internal audit next year. After a short discussion it was **RESOLVED** that the services of the former Parish Clerk would be used to carry out the internal audit of the Parish Council accounts.

8. **Assets Register as at 31<sup>st</sup> March 2020:** The Parish Clerk presented the asset register as at 31<sup>st</sup> March 2020. It was noted that the updated register included the addition of Item 16 Wooden Gavel and Block valued at £25.00. There then followed some discussion around Item 4 Chair's Insignia and Item 7 Enamel Collarett. The former Parish Clerk explained that the values identified in the Asset Register are replacement values and there is no need to reflect any factors relating to items devaluing. It was **RESOLVED** that the asset register as at 31<sup>st</sup> March 2020, setting out details of total assets amounting to £8,184 be approved.
9. **Risk Assessment 2019/2020:** The Parish Clerk presented a detailed draft Risk Assessment for consideration by Councillors. The Parish Clerk reminded Councillors that it is a requirement under the Accounts and Audit Regulations 2015 that a risk assessment is undertaken each year and approved by Councillors as a failure to do so can result in a qualified audit opinion.

The Parish Clerk advised Councillors of the key changes to the Risk Assessment following his review. These related to the following;

- The use of the Scribe Financial Accounting System to manage the Parish accounts.
- Reference to the General Data Protection Regulations (GDPR) and the controls and responsibilities placed on the Parish Councillors and Clerk.
- Specific reference to the Risk Assessment document and how this document ensures the Parish Council have assessed and mitigated financial and health and safety risks.
- The change from the former Parish Clerk to the Parish Clerk including reference to the Parish Clerk mentoring and training.
- Restrictions caused through a national pandemic such as COVID-19 and what plans the Parish Council have taken to ensure compliance with Government advice and guidance.

A general discussion was held by Councillors about the content of the Risk Assessment. It was then **RESOLVED** that the review of the Risk Assessment be approved.

10. **Date of next Annual Meeting:** The next Annual Meeting of the Parish Council will be held on **Thursday 3rd May 2021 commencing at 7.00pm.**

Signed: Bob Bailey (former Parish Clerk)

Signed: Adrian Osmotherley (Parish Clerk)

Date: 18<sup>th</sup> June 2020