

HEATON WITH OXCLIFFE PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held at Grosvenor Park School on Thursday 20th May 2021 commencing at 7-00pm.

Attendees:-

Councillor Mr P Melling (Chair)
Councillor Mr W Jackson (Deputy Chair)
Councillor Mrs G Kelly
Councillor Mr D Wright
Adrian Osmotherley (Parish Clerk)
No members of the public were present at the meeting

1. **Apologies:** Apologies were received from Councillors Mrs M Baxter, Mr K Percy, Mr J Simmons, County Councillor Mr C Edwards and from Judith Shaw. Unfortunately, attendance via Zoom could not be facilitated due to IT issues and as such K Percy was unable to attend and contribute to the face-to-face meeting.
2. **Minutes of the Annual Meeting of the Parish Council held on 18th June 2020:** Minutes of the previous Annual Meeting were approved.
3. **Election of Chair:** It was proposed by Councillor Melling and seconded by Councillor Kelly and **RESOLVED** unanimously that Councillor Jackson be Chair of the Parish Council for the municipal year 2021 - 2022.
4. **Election of Deputy Chair:** It was proposed by Councillor Melling, seconded by Councillor Wright, and **RESOLVED** unanimously that Councillor Kelly be elected as the Deputy Chair of the Parish Council for the municipal year 2021 - 2022.
5. **Declaration of Acceptance:** Declaration of Acceptance of Office was signed by the Chair and Deputy Chair at the meeting for the municipal year 2021 - 2022.
6. **Declarations of Interest:** There were no amendments to Members Declaration of Interests for the municipal year 2021 - 2022.
7. **Assets Register at 31st March 2021:** A review of the Asset Register had been carried out by the Parish Clerk and provided to Councillors for consideration in advance of the meeting. Proposed changes to the document had been identified in red. The Asset Register identifies replacement values and there is no need to reflect any factors relating to items devaluing. It was **RESOLVED** that the Asset Register as at 31.03.2021, setting out details of total assets amounting to £7,244 be approved.
8. **Annual Governance & Accountability Return (AGAR) 2020 - 2021:** The Parish Clerk presented the AGAR Return 2020/21 Part 2 for smaller authorities where gross income or expenditure is less than £25,000. Councillors were informed that the Parish Council met the qualifying criteria for exemption from a limited assurance review by the external auditor provided it completes the:
 - a) The Certificate of Exemption-AGAR 2020/21 Part 2 (page 3 of the AGAR) and returns it to the external auditor before the deadline date of the 02.07.2021, and the;
 - b) AGAR 2020/21 Part 2 made up of the following;
 - The Annual Internal Audit Report 2020/21 (page 4 of the AGAR) completed and signed by the Parish Council appointed internal auditor.
 - Section 1 - Annual Governance Statement 2020/21 (page 5 of the AGAR) and Section 2 - Accounting Statements 2020/21 (page 6 of the AGAR) signed by the Parish Clerk and the Parish Council Chair for the municipal year 2020 - 2021.

Councillors were advised that following the internal audit review of the financial accounts and statements, the internal auditor had already completed and signed the Annual Internal Audit Report 2020/21. It was reported that the annual gross income for 2020 - 2021 was £12,497 and gross expenditure of £10,058 representing balances at 31.03.2020 of £7,542. The Annual Accounts Return, Bank Reconciliation at 31.03.2020, Statement of Accounts, Explanation of Variances, Payments List and Receipts List Reports that had been provided to Councillors in advance of the meeting were used to explain and justify the above income, expenditure and closing balance calculations.

After some questions and comments, it was **RESOLVED** that the Parish Clerk be thanked for his work throughout the past year in maintaining the Parish Council accounts and that the AGAR Return 2020/21 Part 2 be completed and signed. The Certificate of Exemption - AGAR 2020/21 Part 2 can then be submitted by the Parish Clerk to the external auditor.

9. **Risk Assessment and Log:** A review of the Risk Assessment had been carried out by the Parish Clerk and provided to Councillors for consideration in advance of the meeting. Proposed changes to the document had been identified in red. 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;

- Identifying that the Parish Clerk had now completed his 3-month probationary period.
- The updating of the Parish Council website in line with the Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018.
- The production of a number of procedures identifying the role and requirements of the Parish Clerk in support of business continuity should a new Parish Clerk need to be appointed.

A general discussion was held by Councillors about the content of the Risk Assessment. It was **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 19th May 2022 commencing at 7.00pm.**

Signed: Adrian Osmotherley (Parish Clerk)

Date: 21st May 2021