

## HEATON WITH OXCLIFFE PARISH COUNCIL

### **Minutes of the Annual Meeting of the Parish Council held at Grosvenor Park School on Thursday 23<sup>rd</sup> May 2024 commencing at 7-00pm.**

**Attendees:-**

- Councillor Mr J Simmons (Chair)
- Councillor Mr D Wright (Vice Chair)
- Councillor Mr W Jackson
- Councillor Mr P Melling
- Councillor Mr D Morgan
- Adrian Osmotherley (Parish Clerk)

1. **Apologies:** Apologies were received from Councillor Mrs G Kelly due to ill health.
2. **Minutes of the Annual Meeting of the Parish Council held on 18<sup>th</sup> May 2023:** Minutes of the previous Annual Meeting were approved.
3. **Election of Chair:** It was proposed by Councillor Jackson and seconded by Councillor Melling and **RESOLVED** unanimously that Councillor Wright be Chair of the Parish Council for the municipal year 2024 - 2025.
4. **Election of Vice Chair:** It was proposed by Councillor Simmons and seconded by Councillor Wright and **RESOLVED** unanimously that Councillor Melling be elected as the Vice Chair of the Parish Council for the municipal year 2024 - 2025.
5. **Declaration of Acceptance:** Declaration of Acceptance of Office was signed by the Chair and the Deputy Chair at the meeting for the municipal year 2024 - 2025.
6. **Declarations of Interest:** There were no amendments to Members Declaration of Interests for the municipal year 2023 - 2024.
7. **Assets Register at 31<sup>st</sup> March 2024:** 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 at 31.03.2024, setting out details of total assets amounting to £9,463.88 be approved.
8. **Annual Governance & Accountability Return (AGAR) 2023 - 2024:** The Parish Clerk presented the AGAR Return 2023/24 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 2023/24 Part 2 (page 3 of the AGAR) completed and signed by the Parish Clerk and the Parish Council Chair for the municipal year 2023 - 2024, and returns it to the external auditor before the deadline date of the 01.07.2023, and the;
  - b) AGAR 2023/24 Part 2 made up of the following;
    - The Annual Internal Audit Report 2023/24 (page 4 of the AGAR) completed and signed by the Parish Council appointed internal auditor.
    - Section 1 - Annual Governance Statement 2023/24 (page 5 of the AGAR) and Section 2 - Accounting Statements 2023/24 (page 6 of the AGAR) signed by the Parish Clerk and the Parish Council Chair for the municipal year 2023 - 2024.

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 2023/24. It was reported that the annual gross income for 2023 - 2024 was £12,681 and gross expenditure of £14,187 representing balances at 31.03.2024 of £7511.88. The Annual Accounts Return, Bank Reconciliation at 31.03.2024, Statement of Accounts, Explanation of Variances, Payments List and Receipts List Reports were available to Councillors at 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 2023/24 Part 2 be completed and signed. The Certificate of Exemption - AGAR 2023/24 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 that there were no content changes to the Risk Assessment following his review.

A general discussion was held by Councillors about the content of the Risk Assessment. It was **RESOLVED** that the review of the Risk Assessment April 2024 be approved.

10. **Date of next Annual Meeting:** The next Annual Meeting of the Parish Council will be held on **Thursday 22<sup>nd</sup> May 2025 commencing at 7.00pm.**

Signed: Adrian Osmotherley (Parish Clerk)

Date: 24<sup>th</sup> May 2024