

Southorpe Parish Council Annual Meeting

Minutes of an extra ordinary meeting held at Barnack Cricket Pavilion at 1900 hours
Wednesday 19th June 2024

Present: Simon Little (SL)
Carl Brown (ACB)
Corinna Blackmore (CB)
Clare Peacock (CP)
Peter Corder (PC)

Parish Clerk: Alison Hurford – Chaired the meeting

24/10 There were no apologies for absence.

24/11 There were no declaration of interests from members.

24/12 **Finance**

24/12/1 The Annual Internal Audit was received from Claire Tilley of Renaissance Business Services and approved unanimously by the Council. It was noted that the Council did not pass some of the audit requirements below and the following actions have been put in place to correct this, with immediate effect:

B. The council did not have any Financial Regulations in place, so could not comply with them. The Council approved the new Financial Regulations in Agenda item 24/12/6 and will adhere to these forthwith.

C. The council did not have a Risk Assessment in place, or any Internal Control systems. A risk assessment will be discussed at the next full council meeting on 10th July 2024 and put in place as soon as possible.

D. The budgeting process for 24-25 was inadequate and no monitoring of the budget was undertaken. At the 2024 November meeting a full and comprehensive budget process will be adopted.

I. Periodic bank reconciliations were not carried out. Bank reconciliations will now take place at every meeting and be signed by two councillors, one to be the chairman.

L. The AGAR and other documents were not published. The 2023/24 AGAR documents are on the website.

M. No public rights were published. The Public Rights Notice has been published for this year end.

N. The AGAR was not completed or published. The AGAR is completed and published.

24/12/2 The Annual Governance Statement (Section 1) This was received and accepted unanimously by the Council.

24/12/3 The Accounting Statements (Section 2) This was received and accepted unanimously by the Council.

24/12/4 The Certificate of Exemption was received and accepted unanimously by the Council and AH to email to the Auditors.

24/12/5 The Financial Regulations 2023 were received, accepted unanimously by the Council and will be adopted with immediate effect.

24/12/6 The Scheme of Delegation to Clerk was received, accepted unanimously by the Council and will be adopted with immediate effect.

24/12/7 The banking procedures were reviewed and agreed unanimously that the signatories on the bank account would be:

Simon Little (chair)
Alison Hurford (Cler/RFO)
Corinna Blackmore (councillor)

It was agreed that moving forward when the Responsible Finance Officer (RFO) made a payment it would need dual authorisation through the bank account. AH to put this in place.

It was agreed that a bank reconciliation would be presented at every meeting and signed by two councillors, one to be the Chairman.

It was agreed that a Request for Funds form would be completed in the future for any Councillor requesting a budget for an event or other purpose.

24/12/8 The Transparency Code was received and agreed unanimously by the Council and would be adopted with immediate effect.

24/12/9 The following payments were agreed unanimously:

Ufford Village hall hire - £25.00 (May 2024)
Clerk's expenses – black ink £16.46 and travel expenses £7.20
Auditors Fees - £80
Renewal of Microsoft subscription - £59.99

The meeting closed at 7.50 pm