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Bishop Monkton Parish Council Agenda R

To all Councillors:

You are summoned to attend an Extra Ordinary Meeting of Bishop Monkton Parish Council to be held on Wednesday 23rd October 2024. This will take place at the Village Hall, Bishop Monkton, commencing at 19.00 hours.

Meetings are open to the press and public by virtue of the Public Bodies Admissions to Meetings Act 1960 (s1) unless the presence is prejudicial to the public interest (s2)

Becky Crabtree
Locum Clerk
16.10.2024

AGENDA

2024/126 Introduction from the Chairman and a reminder of the Council's expectations for the audio or visual recording of this meeting.

In accordance with the Openness of Local Government Bodies Regulations 2014, persons attending the meeting may record/film/photograph and make audio recordings or broadcast the proceedings of the formal Council meeting when the public and press are not lawfully excluded. This does not extend to live verbal commentary. Any member of the public who attends a meeting and objects to being filmed should advise the Parish Clerk who will instruct that they are not included in the filming.

2024/127 To consider the apologies and decide whether to approve reasons for absence.

2024/128 Declaration of Interests

- a) To receive any declarations of interest.
- b) To receive, consider and decide upon any applications for dispensation

2024.129 Public Participation

To convene a public participation session to allow members of the public to make representation in respect of the business on the agenda. No resolutions can be made under public participation. NOTE: The public participation session shall not exceed 15 minutes unless directed by the Chairman and each member of the public shall not speak for more than 3 minutes. A question at the meeting shall not require

a response or debate during the meeting. The Chairman may direct that a written or oral response may be given.

2024/130 Financial Matters. See Agenda Pack.

130.1 To consider and approve the end of year accounts to 31st March 2022 including:

- a) To approve Section 1 - Annual Governance Statement 2021/2022 for Bishop Monkton Parish Council on page 5 of the Annual Governance and Accountability Return 2021/2022
- b) To approve Section 2 - Accounting Statements 2021/2022 for Bishop Monkton Parish Council on page 6 of the Annual Governance and Accountability Return 2021/2022
- c) To note an internal audit was not carried out for the financial year ending 13st March 2022
- d) To approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015, and the Transparency Code for Smaller Authorities. This includes:
 - Section 1 – Annual Governance Statement 2021/2022
 - Section 2 – Accounting Statements 2021/2022
 - Analysis of variances
 - Expenditure over £100
 - Asset register
 - Bank Reconciliation to 31 March 2022

130.2 To consider and approve the end of year accounts to 31st March 2023 including:

- a) To approve the restated Section 2 - Accounting Statements 2022/2023 for Bishop Monkton Parish Council on page 6 of the Annual Governance and Accountability Return 2022/2023
- b) To note an internal audit was not carried out for the financial year ending 13st March 2023
- c) To approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015, and the Transparency Code for Smaller Authorities. This includes:
 - Section 2 – Accounting Statements 2022/2023
 - Analysis of variances
 - Bank Reconciliation to 2022/2023
 - Expenditure over £100
 - Asset Register

130.3 To consider and approve the end of year accounts to 31st March 2024 including:

- a) To note the statutory recommendation notice from PKF Littlejohn, consider if the recommendation is to be accepted and agree any necessary action.
Note: The statutory recommendation is that the Parish Council should submit the approved Annual Governance and Accountability Return or certificate of Exemption for the year ended 31st March 2024 to PKF Littlejohn for a review to be carried out within 7 days of the meeting.
- b) To certify Bishop Monkton Parish Council as exempt from external audit for fiscal year 2023/2024
- c) To note the Internal Auditor's Final Report 2023/2024 and agree any action required.

- d) To note the Annual Internal Audit Report for 2023/2024 included at page 4 of the Annual Governance and Accountability Return 2023/2024
- e) To approve Section 1 - Annual Governance Statement 2023/2024 for Bishop Monkton Parish Council on page 5 of the Annual Governance and Accountability Return 2023/2024
- f) To approve Section 2 - Accounting Statements 2023/2024 for Bishop Monkton Council on page 6 of the Annual Governance and Accountability Return 2023/2024
- g) To consider and approve the reasons the Parish Council answered 'no' to assertions and the Action Plan to ensure the weaknesses are addressed as requested by PKF Littlejohn, the external auditor
- h) To approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015, and the Transparency Code for Smaller Authorities. This includes:
 - Annual Internal Audit Report 2023/2024
 - Section 1 – Annual Governance Statement 2023/2024
 - Section 2 – Accounting Statements 2023/2024
 - Analysis of variances
 - Expenditure over £100
 - Asset Register
 - Bank Reconciliation to 31 March 2024
 - Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

2024/131 Policies and documents

131.1 To consider and approve the following policies, procedures and governance documents

- Basic Governance
 - o Standing Orders
 - o Financial Regulations
 - o Code of Conduct
 - o Records Management Policy
 - o Scheme of Delegation
- Openness and Accountability
 - o Publication Scheme under the Freedom of Information Act
 - o General Privacy Notice
 - o Privacy Notice for employees, councillors, volunteers.
 - o Data Audit
 - o Data Protection Policy
 - o Security Incident Policy
 - o Complaints Procedure
 - o Recording of Meetings Policy
- Communications
 - o Social Media and Electronic Communications Policy
 - o Facebook Policy
- Financial
 - o Risk Assessment Management Policy
 - o Statement of Internal Control
 - o Memorial Bench Policy
- Employment and Personnel
 - o Equality and Diversity Policy

- o Disciplinary Policy
- o Grievance Procedure
- o Appraisal Policy
- o Training Statement of Intent
- o Expenses Policy

2024/132 Organisational matters

132.1 To appoint two councillor's to carry out the following internal controls:

- Council's review of internal audit
- quarterly internal control checks
- Council's annual review of risk management

Note: The councillors should not be the authorised signatories

Note: The Agenda Pack is available on the Parish Council website.
www.bishopmonktonparishcouncil.co.uk