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Bishop Monkton Parish Council Minutes

Minutes of the Extra Ordinary Meeting held on Wednesday 23rd October 2024 at the Village Hall, Bishop Monkton.

Present: Cllr Verrill (Chairman), Cllr Cutshaw, Cllr Oliver, and Cllr Sargeson

In attendance: B. Crabtree (Locum Clerk), Cllr Nick Brown, and four members of public

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

Cllr Verrill welcomed all to the meeting.

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

Apologies were received from Cllr Parsons and reasons were approved. Apologies were also received from S. Reid.

2024/128 Declaration of Interests

a) To receive any declarations of interest

There were no declarations of interests.

b) To receive, consider and decide upon any applications for dispensation

There were no requests for dispensations

2024/129 Public Participation

It was **resolved** to defer this item to the end of meeting and the following was considered/noted:

- A member of public enquired why the work had not been completed and asked for confirmation that the PC has now done everything that is legally required.
- It was noted that the Parish Council will publish a formal statement shortly.
- It was noted that the policies that were approved will be published on the Parish Council website shortly.
- The Locum Clerk explained more about the internal control checks and the checklist template that has been provided to councillors.

- It was noted that the PC is required to pay a fee of £210 to PKF Littlejohn for the additional work carried out due to the PC not completing the AGAR in the required timeframe.
- It was noted that the meeting went well and the parish council can now move forward.

2024/130 Financial Matters.

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**

Resolved to approve Section 1 - Annual Governance Statement for 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**

Resolved to approve Section 2 - Accounting Statements for 2021/2022

- c) **To note an internal audit was not carried out for the financial year ending 31st March 2022**

It was noted that an internal audit was not carried out for the financial year ending 31st 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**

Resolved to approve the publication of the documents listed.

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**

Resolved to approve the restated Section 2 - Accounting Statements for 2022/2023

- b) **To note an internal audit was not carried out for the financial year ending 31st March 2023**

It was noted that an internal audit was not carried out for the financial year ending 31st 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**

Resolved to approve the publication of the documents listed.

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.

The statutory recommendation notice from PKF Littlejohn was noted and it was **resolved** to accept the recommendation. This was discussed and it was noted that the Parish Council has prepared an action plan to ensure all issues are dealt with.

- b) **To certify Bishop Monkton Parish Council as exempt from external audit for fiscal year 2023/2024**

Resolved that Bishop Monkton Parish Council is exempt from an external audit for fiscal year 2023/2024

- c) **To note the Internal Auditor's Final Report 2023/2024 and agree any action required.**

The internal auditors report for 2023/2024 was noted.

- d) **To note the Annual Internal Audit Report for 2023/2024 included at page 4 of the Annual Governance and Accountability Return 2023/2024**

The Annual Internal Audit Report at page 4 of the Annual Governance and Accountability Return 2023/2024 was noted.

- 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**

Resolved to approve Section 1 - Annual Governance Statement for 2023/2024 with one amendment.

- 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**

Resolved to approve Section 2 - Accounting Statements for 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**

Resolved to approve the reasons the Parish Council answered 'no' to assertions and the Action Plan.

- 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.**

Resolved to approve the publication of the documents listed.

2024/131 Policies and documents

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

Resolved that the following policies, procedures and governance documents be approved en bloc. It was noted that NALC has updated the Disciplinary and Grievance Policy template and therefore, the two policies will be reviewed again shortly along with a new statutory Sexual Harassment policy that has been considered by the PC.

- 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

Resolved to appoint Cllr Culshaw and Cllr Oliver to carry out the internal control checks. It was noted that they will look at preparing a new checklist that incorporates the three internal checks noted above for consideration by full council. The internal control checks will also be presented at a full council meetings once completed.

Meeting closed at 7.50pm.