

HAWES & HIGH ABBOTSDIDE PARISH COUNCIL

MINUTES OF AN EXTRAORDINARY MEETING HELD AT CORN CLOSE, APPERSETT ON WEDNESDAY 29th JUNE 2022

Present:

Cllr Jill McMullon (Chair)

Cllr David Stephenson

Mrs Karen Prudden (Clerk)

Cllr Peter Metcalfe

Cllr Marion Lloyd

Apologies Received From:

Cllr David Colley

Cllr Sheila Alderson

Cllr Yurek Waluda

Cllr David Cockett

Cllr Emma Blades

The meeting had been called for the specific reason of receiving, discussing and agreeing the AGAR (Annual Governance & Accountability Return 2021/22).

1. The Clerk presented those present with copies of the following documents:-

- ✓ Income and Expenditure Sheets for the year 2021/22
- ✓ Summary of Receipts & Payments for the year ended 31st March 2022
- ✓ Bank Reconciliation
- ✓ Explanation of Variances

2. The Clerk had prepared the Annual Accounts prior to the audit and copies had been issued to all councillors. The Clerk confirmed that the internal auditor was happy with the Accounts and the accounting procedures operated by the Council. Cllr Metcalfe proposed that the Accounts be formally adopted and this was seconded by Cllr Stephenson.

3. The Chair pointed out that the Clerk had experienced problems in the preparation and auditing of the accounts which had resulted in a last-minute change of internal auditor. She expressed grateful thanks to Cllr Metcalfe for sourcing an alternative internal auditor who had undertaken the inspection swiftly and efficiently. The Clerk reported that the internal auditor had found everything to be in order. However, they had pointed out a difference in the accounts of £35.49. This appears to have arisen during the 'hiatus' between closing the HSBC bank account and opening the new account with Unity Trust Bank. The balance on the HSBC statement dated 11th August 2021 was £23,593.72. On 3rd September, a cheque was issued from that account to open the new Unity Trust account, which should have left a balance on the HSBC account of £23,093.72. However, when the HSBC account was finally closed on 22nd October 2021, a balance of £23,058.23 was transferred into the Unity Trust account. This suggests that a further payment of £35.49 was made from the HSBC account prior to the balance transfer. Unfortunately, the Clerk reported that there was no closing bank statement received from HSBC which would presumably resolve this query. As there is no cheque stub or invoice to confirm this payment, it is assumed that it will represent bank charges, or possibly PAYE payments for the previous clerk. The Chair noted that HSBC had been sending communications to the previous Clerk, Mrs Fran Cartwright, and that there had been occasions when Mrs Cartwright had advised the Chair that she had communications but was not prepared to send them on. The assumption therefore is that Mrs Cartwright has the closing statement from HSBC. **RESOLVED: CHAIR/CLERK to contact Mrs Cartwright to seek the closing bank statement and if this is not available, to request a replacement from HSBC.**

4. The Clerk then read through the AGAR Checklist, Internal Audit Report and Annual Governance Statement for councillors to consider. The Clerk completed it where required and indicated where

the Internal Auditor had completed it. The Accounting Statement was also presented and the following figures noted:-

Total annual gross income for 2021/2022 - £27,922.77

Total annual gross expenditure for 2021/2022 - £20,889.88

4.1. The Clerk noted that the income figure was above the £25,000 figure which would allow the Council to complete the Certificate of Exemption from sending the Annual Governance and Accountability Return to the external auditor. This had come about due to the advance of Precept which had been received from the District Council, but subsequently repaid. It was agreed that the Clerk should contact the internal auditor for advice on this matter but meanwhile continue with the AGAR process. If deemed appropriate, councillors were happy to complete and submit the Certificate, should this be the right course of action. **RESOLVED: CLERK to contact the internal auditor to seek advice on the way forward.**

4.2. The Clerk asked councillors to consider and approve the Annual Governance Statement which she had talked them through. All councillors present were happy to approve this and it was duly signed by the Chair. **RESOLVED: CLERK to ensure the Statement is uploaded to the Parish Council website.**

4.3. The Clerk asked councillors to consider and approve the Annual Accounting Statements for the year. All councillors present were happy to approve these and the form was duly signed by the Chair. **RESOLVED: CLERK to complete the Accounting Statement and upload to the Parish Council website.**

The Chair thanked the Clerk for completing this year-end process, despite the problems experienced.

There being no further business, the meeting closed.