

HAWES & HIGH ABBOTSDIDE PARISH COUNCIL

MINUTES OF AN EXTRAORDINARY MEETING HELD AT CORN CLOSE, APPERSETT ON TUESDAY 20th JUNE 2023

Present:

Cllr Jill McMullon (Chair)
Cllr David Stephenson
Cllr David Cockett
Kate Kelly (Clerk)

Cllr Peter Metcalfe
Cllr Marion Lloyd

Apologies Received From:

Cllr David Colley
Cllr Sheila Alderson
Cllr Yurek Waluda

Cllr Barry Wilcox
Cllr Emma Blades

The meeting had been called for the specific reason of receiving, discussing and agreeing the AGAR (Annual Governance & Accountability Return 2022/23).

1. The Clerk presented those present with the following documents which were read through:-

Income and Expenditure Sheets for the year 2022/23
Summary of Receipts & Payments for the year ended 31st March 2023.
Bank Reconciliation
Explanation of Variances

2. The Clerk read out her Notes to the Accounts for the year ended 31st March 2023:-

- The previous Clerk had failed to send the AGAR return for the year ending 31st March 2022 to PKF Littlejohn as agreed by the Council in last years minutes. The Internal Auditor had stated that the figures on the copy held of the 2022 return should be amended as the Clerk had now been able to get the missing bank statement from HSBC. The Internal Auditor verified that the Accounts were all correct and in order. However, the return form was not amended as requested.
The Current Clerk contacted PKF Littlejohns, External Auditor for guidance and was advised to submit the restated Accounts to them for an external review. This has been done.
- The Accounting statement for the Accounts year ending 31st March 2023 shows these restated figures.
- Income was much higher than last year due to Grant from RDC of £16672.77 for the Playpark.
- Staff costs were lower this year due to a period where the Council was without a Clerk.
- Payments were much higher this year due to the expenditure of £20340.00 on the playpark.
- The VAT claim for the Years ending 31st March 2022 & 31st March 2023 has still to be completed and submitted to HMRC.

It was resolved that the Clerk will submit the VAT claim prior to the next meeting in July.

3. The Clerk presented those present with copies of the following documents which were read through:-

Income and Expenditure Sheets for the year 2022/23
Summary of Receipts & Payments for the year ended 31st March 2023
Bank Reconciliation
Explanation of Variances

4. 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, Paul Miller was happy with the Accounts and the accounting procedures operated by the Council. The Councillors were all in agreement that the Accounts be formally adopted.

5. 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 2022/2023 - £35,246.77

Total annual gross expenditure for 2022/2023 - £32,797.08

4.1. The Clerk stated that the Accounts require to be submitted to PKF Littlejohn for external audit per laid down procedures.

It was resolved that the Clerk would submit the Accounts to PKF Littlejohn by 30th June.

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.

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.

It was resolved that the Clerk would send the following documents to be posted on the Councils Website:-

- The completed Annual Governance Statement
- The Accounting Statements
- Notice of the period for the exercise of public rights
- Declaration that the accounting statements are as yet unaudited.

The Chair thanked the Clerk for completing the year end process.

A date for the next Ordinary Parish Council meeting was agreed – Tuesday 25th July 2023.

