

Matlaske Parish Council

Draft Minutes of the Meeting of the Parish Council held on Wednesday 18 May 2022 at 7.30pm St Peter's Church, Matlaske.

Councillors Present: Cllr Sara Buxton (Chairman), Cllr Marion Shepherd (Vice-Chairman), Cllr Felicity Rushmer, Cllr Richard Amis, Cllr Derek England, Cllr Dick Fiddian, Cllr Ian Fitzpatrick-Swallow

In Attendance: Mrs Emma Childs (Clerk) and one member of the public

1. To Elect a Chairman

Cllr Sara Buxton was elected as Chairman, proposed by Cllr Shepherd, seconded by Cllr England, all in favour.

2. To Elect a Vice-Chairman

Cllr Marion Shepherd was elected as Vice-Chairman, proposed by Cllr Fiddian, seconded by Cllr Rushmer, all in favour.

3. To Consider Accepting Apologies for Absence:

None

4. Public Forum

a) To receive questions or comments from the parishioners:

None

b) To receive the reports from the District & County Councillors:

a) County Councillor

None

b) District Councillor

None

5. To record declarations of interest and approve any requests for dispensations for disclosable pecuniary interests or other interests:

None

6. To approve Minutes of the Parish Council Meeting held on Wednesday 13 April 2022

The minutes of the Parish Council Meeting held on Wednesday 13 April 2022 previously circulated to all members. Unanimously agreed and signed by the Chairman.

7. Matters Arising from the Minutes

a) SAM – Speed Awareness Sign

This is still ongoing.

8. Finance

a) To Review the Financial Update 2021/22

The financial update was noted, reporting that the Council had £2,268.74 in the bank as of 31st March 2022.

b) To Receive the Internal Auditor's Report and Consider Recommendations

The internal audit report and action plan was presented having also been previously circulated to all members. It was agreed the Clerk would work through the Internal Auditor's recommendations over the coming months. The report was noted.

Action: Clerk to action recommendations in the Internal Auditor's Report

c) To Approve the Annual Governance Annual Return

Statement 1: We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.

Answer: No

Reason: No budget prepared. No financial monitoring through the year. No documented financial control systems (e.g., Financial Regulations). No bank statements received since October 2021. No General Reserve level set.

Statement 2: We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

Answer: No

Reason: No Standing Orders or Financial Regulations. Council not registered as an employer and not applying PAYE. No asset register.

Statement 3: We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.

Answer: No

Reason: Year-end procedures and exemption criteria not followed. Transparency Code not complied with. Data Protection not complied with.

Statement 4: We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.

Answer: No

Reason: Notices not published on the website. Exempt authority publication requirements not followed.

Statement 5: We assessed the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and or/external insurance cover where required.

Answer: No

Reason: No risk assessments conducted. No risk management policy in place. No internal controls documented.

Statement 6: We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

Answer: No

Reason: An external person conducted the internal audit. However, the audit only looked at the accounts and did not consider the other areas where the Parish Council needs to be compliant.

Statement 7: We took appropriate action on all matters raised in reports from internal and external audit.

Answer: Yes

Reason: No matters raised.

Statement 8: We considered whether any litigation, liabilities or commitments, events, or transactions, occurring either during or after the year end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.

Answer: Yes

Reason: None identified.

Statement 9: Not applicable

The Annual Governance Statement and Annual Accounting Statement were agreed, proposed by Cllr Rushmer, seconded by Cllr Amis, all in favour. It was agreed that the Council would declare itself exempt from external audit.

d) <u>To Approve Payments</u>			
i) Catherine Moore	Audit		£70.00
ii) Miss P Chapman	Expenses		£46.69

9. Correspondence

- a) To Discuss placing a Textile Recycling Bin in the Village
It was felt that there would be insufficient demand for a textile bin in the Village and there is insufficient room by the current bottle banks for any further bins.
It was decided that this would not be pursued at the current time.

- b) General Correspondence
None

10. Planning

- a) To Comment on and Recommend/Object any Current planning applications:
None.

- b) To receive an update on any previous planning applications:
None

11. Other Matters

- a) Jubilee Celebrations
Celebration to be held on Friday 3rd June. All invitations have been sent, there are still a few RSVPs outstanding.
Gifts to be given to all Children in the parish – Jubilee Coin
The drink for the celebration has been donated and once there is confirmed numbers, food will be organised.
Action: Cllr Buxton and Cllr Rushmer to source gifts for the children in the Village

12. Date of Next Meeting

The next meeting will take place on Wednesday 6th July at 7.30pm at St Peter’s Church, Matlaske

The meeting closed at 8.25pm.