

BAINBRIDGE PARISH COUNCIL

MINUTES OF AN EXTRAORDINARY MEETING HELD AT SYCAMORE HALL, BAINBRIDGE ON MONDAY 19TH JUNE 2023

Present:

Cllr James Peacock (Chair)

Cllr Thomas Tennant

Cllr Darren Percival

Cllr Brian Brown

Cllr Miriam Cloughton

Clerk Kate Kelly

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 Parish Council holds reserved funds in their deposit accounts which are set aside for specific projects. Deposit Account 1. holds £11006.84 which is set aside for a potential extension to the existing Bainbridge Cemetery, or creation of a new Cemetery on a different site. Deposit Account 2 holds £5216.63 which is funds that have been donated to the Parish Council for use to enhance the Parish. It was resolved at a meeting earlier this year to transfer an additional £5000, which is the sum of a legacy which has been received with conditions of use, to this account also. This will be done once the Internet Banking is activated.
- Staff costs were lower this year due to a period where the Council was without a Clerk.
- Other receipts and payments are lower this year due to the grant received and spent on the playpark in the previous year.
- The VAT claim for the last 3 years has been completed and submitted to HMRC.

The Clerk stated that this work had been extremely time consuming as it had been very difficult to get the information required regarding the VAT from HMRC.

The Chairman thanked the Clerk for undertaking the extra workload. The Councillors reiterated this and it was suggested that the Clerk should claim for the extra hours worked. The Clerk thanked the Councillors and said that on this occasion that would not be necessary. The Councillors thanked the Clerk but wanted to minute the fact that this was a one off and that the Clerk should bill the Council in future when any extra hours may be required.

3. 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, Joanna Reynolds 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.

4. The Clerk read the report provided by Mrs Reynolds which stated the following:-
 1. I have noted that there are amounts ring fenced for the Cemetery Extension and the Village Green Legacy which leads to the high amount of cash and short term investments. I also note that last years income and expenditure was higher due to the playground works.
 2. The VAT needs to be accounted for on the payments made and the reclaim submission to HMRC has yet to be done. This needs to be submitted ASAP.
 3. I have noted that the staff payments are processed by an external payroll accountant. The payments to HMRC need to be made.
 4. There is no petty cash
 5. The Asset Register has been updated, the minutes are up to date and the AGAR papers are published on the website.

All other records are up-to-date and in order.

The Clerk had had a meeting with Mrs Reynolds and was able to confirm to her that the payments to HMRC were up to date but that the cheque had been issued in April 2023 and will therefore show in next years accounts. The Clerk also confirmed that the VAT return had been completed.

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 - £15041

Total annual gross expenditure for 2022/2023 - £9523

5.1The Clerk asked councillors to consider and approve the Certificate of Exemption which the Council can submit as the total gross income and total gross expenditure figures are both less than £25,000. All councillors present were happy to approve the completion of the Certificate of Exemption and it was duly signed by the Chair.

It was resolved that the Clerk will ensure that this is uploaded to the Council website and that a copy is sent to PFK Littlejohn, the external auditor by 30th June.

5.2The 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.

It was resolved that the Clerk will ensure that the Statement is uploaded to the Parish Council website.

5.3

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 will ensure that the Accounting Statement is uploaded to the Parish Council website.

The Chairman thanked the Clerk for completing this year-end process.

There being no further business, the meeting closed.