



Chittlehamholt, Satterleigh and Warkleigh Parish Council

www.cswparish.org.uk

Chairman: Paul Blackwell

paul.blackwell@cswparish.org.uk
01769 540180

Parish Clerk: Linda Stapleton

clerk@cswparish.org.uk

Minutes of Annual Parish Council Meeting held on 30th May 2022 in Chittlehamholt Village Hall

Meeting chaired by	Councillor Paul Blackwell
Meeting minuted by	Parish Clerk Linda Stapleton
Councillors present	Councillor David Ball Councillor Paul Blackwell Councillor Andrew Coupe Councillor Andrew Kitchen Councillor Malcolm Neal Councillor Steve Wilkinson
In Attendance	Councillor Paul Henderson (Devon County Council) Councillor Ray Jenkins (North Devon Council)

The meeting opened at 7.00 pm.

1/05/22 Introduction and apologies

2/05/22 Election of Chairman

Cllr Coupe proposed Cllr Blackwell as Chairman for the year 2022/23; Cllr Neal seconded with all in agreement. Cllr Blackwell accepted, signing the Declaration of Office as Chairman.

3/05/22 Election of Vice Chairman

Cllr Wilkinson proposed Cllr Kitchen as Vice Chairman for the year 2022/23; Cllr Ball seconded with all in agreement. Cllr Kitchen accepted, signing the Declaration of Office as Vice Chairman.

4/05/22 Finance – Annual Governance and Accountability Return 2021/22 – Part 2 (circulated separately) – a copy of the Annual Return for 2021/22 was tabled for the Council's consideration.

- a. *Exemption from a limited assurance review - (ref Page 3)* following consideration of the criteria for exempting the Council from a limited assurance review, which included an explanation of the background and details by the Clerk, *Cllr Kitchen proposed, Cllr Neal*

seconded and all agreed the Council met the stated criteria and certified that the Council be exempt from a limited assurance review. The Chairman signed the Certificate of Exemption.

- b. *Internal Auditor's Report – (ref Page 4)* - the Internal Auditor's Report was noted, in that Mrs Penny Clapham had undertaken an independent, selective assessment (virtually) of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31st March 2022. It was noted that she was satisfied the Council had met the internal control objectives relevant to the Council, namely A,B,C,D,E,G,H,I,J,K. Numbers F, L and M had been noted as not applicable.

Income & Expenditure schedule for 2021/22 - Cllr Ball pointed out that the totals entered in the Income and Expenditure for the year ended 2021/22 may be misleading as one figure was included in the S137 column although not related to such expenditure. The Clerk agreed to amend this prior to publication.

Clerk

VAT - in response to a question related to VAT, it was confirmed that 'total expenditure' for the year referred to gross expenditure and that a VAT claim was due. Following further discussion related to the possibility of claiming additional VAT refunds, the Clerk agreed to check all invoices to ensure no opportunities to reclaim VAT had been overlooked.

Clerk

Consistency in wording - In response to a point about consistency from Cllr Coupe in the Income and Expenditure schedule, the Clerk agreed to ensure the wording related to the repayment of councillors was the same.

Clerk

Financial Regulations – referring to the Auditor's report, Cllr Ball commented on aspects of NALC's model regulations versus the Council's current FRs, advising that he would bring the Council's version up to date where required, but needed to retain certain elements from the Council's current version as these were not included in the model regulations.

Cllr Ball

Video recordings of Council meetings – the recommendation that video recordings should be deleted when formal minutes had been agreed was discussed. This resulted in agreement that these recordings provided a broader understanding of proceedings for the viewer than the content of the minutes and should therefore be retained. It was agreed that draft minutes should be replaced with the approved version.

Clerk

- c. *Annual Governance Statement 2021/22 - (ref Page 5)* - the Clerk presented the Annual Governance Statement, reading sections 1 - 8. Section 9 was only relevant to councils managing trust funds, so was not applicable. Following consideration of each section, *Cllr Kitchen proposed; Cllr Neal seconded and there was unanimous agreement* that the Council met the requirements detailed in the Annual Governance Statement 2021/22. The Chairman signed his confirmation that the statement was approved.

Following discussion related to the reduced figure for 'Assets', it was explained that the amounts included in the accounting statements were historically based on estimated

market value. In line with internal auditor's advice, these had now been amended to reflect cost at purchase. In connection with Launds playing field, the original cost of purchase had been identified as £2,000 and therefore accounted for the significant reduction in the value of 'Assets' which had hitherto been based on estimated market value. Cllr Ball explained that there would be no requirement to amend insurance arrangements as a result of this change.

- d. *Accounting Statements 2021/22 - (ref Page 6)* - the Clerk confirmed that the accounting statements represented the financial position of the Council, informed by documents presented to the Council previously. *Cllr Kitchen proposed; Cllr Neal seconded and all agreed* that the Accounting Statements for the year 2021/22 be approved. The Chairman signed his confirmation that the statements were approved.
- e. *Notice of Public Rights and Publication Annual Governance & Accountability Return (Exempt Authority) for the year ended 31 March 2022* – the Clerk advised that the date set for the availability of the Council's accounts and other items listed in that document would be from 13th June to Friday 22nd July 2022. This document would be published on the Council's website and the local noticeboards. In response to a question, Cllr Ball provided further details of the process and information that could be viewed.

5/05/22 Date of next Annual Parish Council Meeting – to be advised.

Signed

Date