



## MOLLINGTON PARISH COUNCIL

MINUTES OF THE MEETING HELD ON TUESDAY 27<sup>th</sup> JUNE 2023

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### MINUTES

#### PRESENT:

Councillors Dave Wells, (in the chair), Katie Brassington, Roger Jones, Mike Jones, Jack Jones and Mrs Pat Wells (minute taker).

#### 23/057 APOLOGIES FOR ABSENCE

Ward Councillor Simon Eardley, Councillor Mike Riley and the Parish Clerk Pauline English

#### 23/058 INTERNAL AUDIT

The Parish Council had appointed Mr David Cooper of Barnes Cooper as internal auditor for the 2022-23 audit. Mr Cooper had completed the audit and submitted his report that showed there was an underpayment of £720 income tax to HMRC. **RESOLVED** The Internal Auditor's Report was **NOTED** and **RECEIVED**, It was also **RESOLVED** that Councillor David Wells would talk to Chester Payroll Services regarding the provision of payroll services and the settlement of the outstanding tax bill.

#### 23/059 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) TO THE EXTERNAL AUDITOR

The Parish Council **CONSIDERED** the following documents:

- (1) Certificate of Exemption (page 3)
- (2) Annual Internal Audit Report (page 4)
- (3) Annual Governance Statement (page 5)
- (4) Annual Accounting Statement (page 6)

The Certificate of Exemption is to be submitted to the External Auditors, P.K Littlejohn, by 30<sup>th</sup> June 2023. The remaining documents, together with the Notice of the Exercise of Electors Rights, has to be posted on the Parish Council's website by 3<sup>rd</sup> July 2023 and until 11<sup>th</sup> August 2023.

The Parish Council **APPROVED** the following:

- (1) Certificate of Exemption was signed for submission to the External Auditors;
- (2) Annual Internal Audit Report received and noted;
- (3) Annual Governance Statement was approved and signed;
- (4) Annual Accounts were approved and signed;
- (5) Above documents, together with the Exercise of Public Rights notice, will be published on the Parish Council's website by 3<sup>rd</sup> July 2023.

#### 23/060 INSURANCE

The Parish Council had an insurance policy with Zurich in 2022-23 costing £300.

In the absence of the Parish Clerk the Chair, Councillor Dave Wells, liaised with Came & Co to broker a policy ensuring best value for the Parish. Parish Councillors were briefed electronically and subsequently **APPROVED** a policy with Aviva costing £312 on 31<sup>st</sup> May 2023 to ensure continuity of cover.

**23/061 URGENT BUSINESS**

In accordance with Standing Orders the Chair may rule that an item(s) of business should be considered as a matter of urgency if it cannot await the next scheduled meeting of the Parish Council.

**School Field:** it was **AGREED** that Councillor Kate Brassington could have additional keys cut and submit an expense claim form for reimbursement.

**Vote of Thanks:** On behalf of the Parish Council, Councillor Roger Jones thanked Councillor Dave Wells and Pat Wells for the work they have undertaken to complete the accounts and AGAR for 2022-23.

**23/062 DATE OF NEXT MEETING**

**RECOMMENDED:** That the next meeting will be held on **18<sup>TH</sup> JULY 2023 AT 7.30PM IN THE FIVE VILLAGES HALL**