

**MINUTES OF THE EXTRA ORDINARY MEETING OF
CONEY WESTON PARISH COUNCIL
HELD ON MONDAY 5TH JUNE 2023 AT 7.00PM
AT CONEY WESTON VILLAGE HALL**

PRESENT:

Councillors Clarke, Craig, Flood, Francis, Lock, & Mihr (Chair)

1 member of the public
A. Morris (Clerk).

Councillor Mihr, Chairman, opened the meeting at 7pm.

AGENDA ITEM

ACTION

1. **To receive apologies for absence and approve the reasons given**
– apologies received from Cllr Macdonald due to a family commitment.
2. **Declarations of interest** – no items of interest were declared
3. **To approve the draft minutes of the Annual Meeting of the Parish Council (10th May 2023)** – outstanding items and items of note:
 - Item 9.1 – meeting took place on 31/05/23 see update at item 10 of this meeting
 - Item 9.6 – outstanding as Cllr Macdonald not present
 - Item 15 – Cllrs Mihr & Francis to liaise with District Cllr Smith for an update on the Chapman's agreement
 - Item 16 – CAS contacted and quoted received. Council voted unanimously for No Further Action at this time.
 - Item 17 – 1 of the quotes received as been withdrawn. Cllrs Francis & Clarke to source another quote.

Apart from the above items, it was proposed to accept the minutes of 10th May 2023 as a true record of that meeting by Cllr Mihr, seconded by Cllr Clarke and voted unanimously.

4. **Scheme of public speaking** (public participation about a specific agenda item) – none received.
5. **To receive the report from the Internal Auditor for the year ended 31st March 2023** – Cllr Lock raised a query on item 8 of the report (Asset Control). Clerk to seek guidance from SALC as to whether the playing field land, 'absolute title' of which was granted to the Parish Council in December 2022, should be recorded on the Asset Register. Item 14 – secure email: the report highlighted whether the Council might wish to consider adopt a secure email system within a GOV.UK domain name to support council's official email accounts for officers and Councillors. Cllr Macdonald to prepare a policy and recommendations on adopting such a way forward.

Clerk

NM

Proposed to accept Internal Audit Report for the 2022-23 year by Cllr Francis, seconded by Cllr Mihr and voted unanimously.



Geoff Mihr, Chair

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Andrea Morris, Clerk

Cllr Mihr, as Chair, elected to move item 7 from Agenda to before item 6.

- 7. Annual Governance Statement 2022-23** – to consider the questions and respond accordingly – Cllr Mihr, as Chair, read out the Governance Statements for Council to consider. All items were checked as 'yes' apart from item 4 (Exercise of Public Rights) which was checked as 'no'. Explanation of this is available on the Council's website and as an addendum to these minutes.
Proposed to approve the Annual Governance Statement by Cllr Clarke, seconded by Cllr Francis and voted unanimously. Clerk asked Cllr Mihr to sign Section 1 of the Annual Governance Statement, Clerk signed and dated the document.
- 8. Audit Accounting Statements 2022-23** – to consider and agree the accounting statement figures – Cllr Mihr asked Cllrs to review the Annual Accounting Statement (as previously circulated). Proposed to accept the Statement by Cllr Francis, seconded by Cllr Clarke and voted unanimously.
- 6. Certificate of Exemption 2022-23** - to consider whether to complete a Certificate of Exemption for submission to the External Auditor due to being under the £25,000 threshold or to have a Limited Assurance Review – Council voted unanimously to complete and submit a Certificate of Exemption for 2022-23 year. Proposed by Cllr Lock, seconded by Cllr Craig.
- 9. Electors' Rights** – to note the dates for the Exercise of Public Rights as **12th June 2023 – 21st July 2023** – Cllr Mihr read out the dates for the Exercise of Public Rights. Noted by Council and published on the Council website and village noticeboards.
- 10. To consider any correspondence received and matters for Council's attention since publication of the agenda**
 - 10.1. Council was granted 'absolute title' of the playing field land in December 2022. Cllrs Clarke, Francis & Lock to form a sub-committee as an interim arrangement to assist the management and future development/refurbishment of the facility.
 - 10.2. Cllr Mihr proposed to trial holding monthly meetings of the Parish Council until the end of the 2023 calendar year. Seconded by Cllr Francis and voted unanimously.
 - 10.3. Approval for Councillor training at a cost of £60.00 for Cllr Lock proposed by Cllr Mihr, seconded by Cllr Francis and voted unanimously.
- 11. Date of next meeting** – Thursday 6th July 2023 at 7pm in the Village Hall

Cllr Mihr closed the meeting at 8.00pm.



Geoff Mihr, Chair

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Andrea Morris, Clerk

ADDENDUM TO CONEY WESTON PARISH COUNCIL
MINUTES OF MEETING HELD ON 5TH JUNE 2023

NARRATIVE REPORT

EXERCISE OF PUBLIC RIGHTS FOR THE FINANCIAL YEAR 2021-22

It is noted that during the financial year 2021-22 **Coney Weston Parish Council** failed to publish the 'Exercise of Public Rights' as highlighted in the Internal Auditor report dated 4th June 2023 and noted as such:

Whilst the Internal Auditor is able to confirm that the Council did publish a number of documents as specified within the provisions of the Accounts and Audit Regulations 2015 for smaller authorities with income and expenditure not exceeding £25,000, it is concluded that the council did not publish them in accordance with the timescales to enable the provision of the public rights to be fully satisfied. Although the following for the year 2021/22 were available on a public website, a number of the regulatory documents they were not uploaded until after 1st July 2022: those in bold were published after the commencement of the period of public rights:

Certificate of Exemption

Annual Internal Audit Report

Section 1 – Annual Governance Statement of the AGAR

Section 2 – Annual Accounting Statements of the AGAR

Notice of the period for the exercise of public rights

Analysis of variances

Bank reconciliation – year-end

Within the Internal Audit Report, Internal Control Objective N requires the Internal Auditor to ascertain whether the authority complied with the publication requirements for the prior year AGAR. Following the further review, the internal auditor now concludes that the documentation to satisfy the statutory requirements was in fact uploaded on 25th July 2022.

Recommendation: as Council is in breach of the regulations by non-publication, the Annual Internal Audit Report has been amended under Internal Control Objective N to reflect a negative response and this main report now contains a recommendation that Council ensures that it fully and accurately completes the notice of public rights and publishes (including publication on the smaller authority's website) the following documents, the day before the public rights period commences:

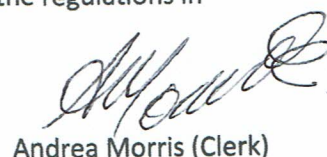
- a) the approved Sections 1 and 2 of Form 2 of the AGAR; and
- b) the completed Notice of Public Rights and Publication of Annual Governance & Accountability Return (Exempt Authority).

Council is further advised to consider its response to Assertion 4 of the Annual Governance Statement and post a note to the accounts to explain the late publication of the documentation relating to the period of the exercise of public rights for the year ending 31st March 2022.

The RFO missed the deadline for the publication of the above highlighted items due to an oversight and lack of experience. Training will be carried out to specifically highlight the requirements of the regulations in order to ensure future compliance.



Geoff Mihr (Chair)



Andrea Morris (Clerk)