

# Whitwick Parish Council Extraordinary Council Committee Meeting Minutes

\*Minutes are draft only, until approved by Council and signed.

**Date:** 20th June 2024

**Location:** Whitwick Park Hall

**Time:** 7:00 PM

**Councillors Present:**

- Cllr S Colledge
- Cllr P Moulton
- Cllr A Barker
- Cllr R Woodward

**Officers Present:**

- Sharon Kaye, Parish Clerk

**Public Attendees:**

- PCSO Emma Ramsay (arrived at 8.04pm)

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## AGENDA ITEMS

### 1. Apologies

Apologies were received and accepted from the following councillors:

- **Cllr Casson** – Family commitments.
- **Cllr Collins** – Family commitments after a relative's operation.
- **Cllr Roach** – Work commitments.
- **Cllr Wyatt** – No reason provided.
- **Cllr Briers, Cllr Gillard, Cllr Greenwood** – absent with no apology

**The council voted unanimously to accept these apologies.**

### 2. Declarations of Interest

- Cllr S Colledge – nothing to declare.
- Cllr P Moulton – Role as District Councillor for North West Leicestershire for the Thornborough Ward.
- Cllr A Barker – Role as District Councillor for North West Leicestershire for the Hermitage Ward.
- Cllr R Woodward – Nothing to declare.

### 3. Public Participation Session

- No members of the public were present.

### 4. Finance

**The council voted unanimously to receive and approve the expenses for June 2024,** with cheques requiring signatures.

### 5. Planning and Licensing Matters

#### a. Planning Applications (Appendix A)

- Members noted one application was in the appendix twice as it was amended.
- The council discussed the planning applications.
- Members agreed no objection to the applications.

#### b. Planning Decisions (Appendix B)

- The planning decisions were noted.

### 6: End of Financial Year 2023-2024

#### a. Approval of End of Year Finance Reports (Appendix C):

- Members reviewed the Statement of Accounts and supporting year-end reports.
- Key areas were discussed, including a breakdown of variances that need to be reported to the external auditor.
- It was noted the income from Park Hall had increased 31% from £13,000 to £18,000.
- It was noted that wages were lower this year due to staff shortages, with the Clerk currently trying to fulfil three roles.
- Councillors discussed the importance of earmarked reserves for future projects.
- Debtors and unrepresented payments were discussed.
- The balance sheet was reviewed, and it was noted that the financial position had remained stable, when compared to the previous year.
- The Clerk confirmed that she had been recruited as the Clerk and Responsible Financial Officer. The RFO was responsible for signing the Annual Return form Appendix C.

**The Council voted unanimously that the Clerk becomes the Responsible Financial Officer.**

**The Council voted unanimously to accept the Statement of Accounts.**

**b. Approval of the End of Year Balance Sheet (Appendix D):**

**The Council voted unanimously to accept and approve the End of Year Balance Sheet**, which was signed by the Chair and RFO.

**c. Approval of the End of Year Asset Register (Appendix E):**

- It was confirmed that no significant changes were made to the asset register since 31st March 2023.

**The Council voted unanimously to approve the equipment and asset register as shown within the accounts for 31<sup>st</sup> March 2024.**

**7. Annual Internal Audit Report 2023-2024 (Appendix F)**

**a: To receive the summary report and recommendations from LRALC's Internal Audit Service (APPENDIX F)**

- The 2023-2024 report was reviewed and discussed.
- Internal Control Objective item recorded as a "no" due to the Annual Risk Assessment not being carried out during 2023-2024 was discussed. The general risk assessment covering staffing and buildings had not been carried out and updated since 2022. Members and the Clerk confirmed Risk Assessments had been carried out, such as playgrounds, Remembrance Parade, and tree surveys as required.
- Members reviewed the report recommendations from the internal audit for 2023-2024.
- Members reviewed the report recommendations from the internal audit for 2022-2023.
- The actions required to resolve the recommendations were duly noted.

**The Council voted unanimously to accept the internal summary report.**

**b: To approve the Annual Internal Audit Report on the Annual Governance and Accountability Return 2023-2024 (page 3 of 6 of the AGAR). (Appendix G)**

**The Council voted unanimously to accept and approve the internal audit report.**

**8. Annual Governance and Accountability Return 2023-2024 (Appendix H)**

- Each statement was read out to all members and members answered yes or no.
- Item 3 – Members requested a list of the risk assessments to be carried out each year be created.
- Item 7 – Recorded as a No due to changeover of staff, not all recommendations were acted upon during that year, as per the audit report.
- Action to be taken – We are in the process of recruiting staff to be able to act on the recommendations, whilst also providing training for the new Clerk. We are in the process of acting on the recommendations within the report.

8.04pm PCSO Emma Ramsay arrived at the meeting.

**9. Annual Accounting Statements For 2023-2024 (Appendix I)**

- Members reviewed the statement and figures.

Members returned to agenda item 8 to vote.

**The Council voted unanimously to accept and approve the Section 1 – Annual Governance Statement 2023/24 (page 4 of 6 of the AGAR),** which was signed by the Chair and RFO.

Members continued with agenda item 9 and voted.

**The Council voted unanimously to approve Section 2 – Accounting Statements 2023/24 (page 5 of 6 of the AGAR),** which was signed by the Chair and RFO.

#### **10. Date of next meetings**

The Chair thanked members for attending.

**Meeting Closed: 8:11 pm**