



\*DRAFT MINUTES - These minutes are draft only, until approved by the next meeting of the Parish Council.

## **Extraordinary Council Meeting Minutes** **10<sup>th</sup> July 2025**

**Meeting Date:** 10<sup>th</sup> July 2025

**Meeting Location:** Whitwick Bowling Pavilion, Whitwick Park, North Street, Whitwick, Coalville, Leics LE67 5HB

**Meeting Start Time:** 11.00 AM

**Councillors Present:**

- Cllr Peter Moulton (Vice-Chair), Cllr Amanda Briers, Cllr Phil Casson, Cllr Tony Gillard, Cllr Andy Roach, Cllr Ray Woodward, Cllr Michael Wyatt.

**Officers Present:**

- Sharon Kaye, Parish Clerk

**Public Attendees:**

- Three members of public in attendance

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### **25-248 APOLOGIES**

Apologies were received from the following councillors:

- **Cllr Sue Colledge** – Working
- **Cllr Audrey Barker** – Operation
- **Cllr Anthony Barker** – Wife's operation

On the motion of Councillor Phil Casson, seconded by Councillor Andy Roach,.

**The council RESOLVED to accept all apologies.**

### **25-249 DECLARATIONS OF INTEREST**

**Cllr A Briers**

Cllr Briers had nothing to declare

**Cllr P Casson**

Cllr Casson had nothing to declare

**Cllr T Gillard**

Cllr Gillard declared a **registerable interest** in

- all matters relating to North West Leicestershire District Council and Leicestershire County Council

**Cllr P Moulton**

Cllr Moulton declared a **registerable interest** in

- all matters relating to North West Leicestershire District Council as a ward member for the Thornborough Ward

**Cllr A Roach**

Cllr Roach had nothing to declare.

**Cllr R Woodward**

Cllr Woodward declared a **registerable interest** as

- a Director of Holly Hayes Woods
- a member of Whitwick Historical Group
- in the Quarry Liaison Group

**Cllr M Wyatt**

Cllr Wyatt declared a **registrable interest** in

- all matters relating to North West Leicestershire District Council

## 25-250 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2024-2025 (AGAR)

### a) To receive the Annual Internal Auditor's Report 2024-2025

**APPENDIX A**

*Received and noted by Members.*

### b) To consider recommendations or matters arising from the internal auditor's report

The Parish Clerk highlighted key details from the internal auditor's report.

2023-2024 Internal Audit Action Points were discussed and the clerk updated members of expected completion dates.

Standing Orders have been updated and approved.

Financial Regulations have been updated and approved.

Risk Assessment and Management Schedule has been updated and awaiting approval at the next Council Meeting in July.

Local Government Transparency Code training has now been completed by the Parish Clerk.

Cashbook entries were all correct this year with no errors found.

Management agreement for Walker Flats Allotments has been completed.

2023-2024 External Audit Action Points were discussed and the Clerk updated members of expected completion dates.

Section 1 and 2 of the AGAR still required minute numbers on the published documents. The clerk would ensure these published documents were updated.

The Notice of Conclusion of Audit had been published correctly.

Members were informed that Assertion 5 – Risk Management should have been a no as the Risk Assessment and Management Schedule had not been completed at that time.

2024-2025 Internal Audit Action Points were then discussed and reviewed.

Data protection and security – publishing supplier invoices with bank details still on them. The Parish Clerk informed members that none of the staff had received GDPR training, which was required for knowledge specifically related to Council duties and tasks.

RECOMMENDATION: the Parish Clerk completes council specific GDPR training with LRALC as the SLCC training was generic only, then will internally training the Deputy Clerk and Administration Assistant.

**On the motion of Cllr Andy Roach, seconded by Cllr Tony Gillard,**

**The council RESOLVED that the Parish Clerk attend GDPR training at an approximate cost of £105.00 with LRALC.**

Precept and Budget January 2024 for 2024-2025. The auditor had noted the minutes made no reference to specific figures. This was due to the Parish Clerk being on sick leave during the budget and precept period, so although the budget and precept had been discussed, the minutes needed to reflect the detail of that. The budget had been published.

Risk Assessment – again the auditor stated they would expect the Council to answer no to Assertion 5 this year as it had not yet been approved.

Salary Payments – One payment had been underpaid by £20 due to human error. The Parish Clerk explained the full documentary evidence had been provided to the auditor that showed it was human error, but as 1 mistake had been made, the auditor had to mark it as a no.

The Parish Clerk confirmed she would provide an updated report to Members at the September Council meeting to confirm all outstanding action from the Internal Audit had been completed.

**On the motion of Cllr Tony Gillard, seconded by Cllr Andy Roach,**

**The council RESOLVED to accept all recommendations from the Internal Audit Report.**

c) **To complete and sign the Annual Governance Statement 2024-2025**

**APPENDIX B**

The meeting Chair read out each item on the Annual Governance Statement and Members discussed as appropriate. The Parish Clerk advised that Assertion 5 should be recorded as a No as the Internal Audit advised, due to the Risk Assessment having been revised but not yet approved. Members agreed. The Parish Clerk advised that Assertion 7 should be recorded as a No as the Audit Action Points had not yet been completed. Members agreed.

**On the motion of Cllr Tony Gillard, seconded by Cllr Phil Casson,  
The council RESOLVED that Members agreed the Council's responses, and the Annual Governance Statement had been completed and signed, ready for publication and submission to the External Auditor.**

d) **To receive and sign the Accounting Statements 2024-2025**

**APPENDIX C**

The Parish Clerk explained the Members had received these Statements in their pack. The Parish Clerk explained to Members that there were 2 sections of the Accounting Statements with significant variances that had been reported. Section 3 Total other receipts – this was a lower figure than last year due to an £18,500 grant being received in year 2023-2024, but no grants were received in 2024-2025. Section 9 Total fixed assets – The Parish Clerk confirmed she had found an accounting error in the spreadsheet submitted for year ending 31<sup>st</sup> March 2024. 2 areas of play equipment had been added up incorrectly for their net, vat and subsequent total value. These two sections of play equipment had also been missed from the overall total. Members had no further questions on the accounting statements.

***Received and noted by Members. Members were in agreement for the statements to be signed by the Chair.***

e) **To receive and consider the bank reconciliation 2024-2025**

**APPENDIX D**

***Received and noted by Members.***

f) **To receive and consider the explanation of variances**

**APPENDIX E**

The Clerk confirmed that the variances were as explained under item d – the Accounting Statements. No other questions were raised.

***Received and noted by Members.***

g) **To receive and consider the breakdown of reserves held**

**APPENDIX F**

The Parish Clerk advised members that Council had already carried out a review of the Reserves held during March and they would be reviewed again after 6 months. The current position with the reserves was advised to Members.

***Received and noted by Members.***

h) **To agree the dates for the period of public rights**

**APPENDIX G**

The Parish Clerk explained the proposed period of public rights dates.

The AGAR (Annual Governance & Accountability Return) must be approved and published before the inspection period starts.

The period must be exactly 30 working days and include the first 10 working days of July.

As we have missed this, this will be recorded in the External Auditor's Report and we may receive a fine. Members wished it to be noted and reported that our scheduled meeting was not going to be quorate so we had been unable to sign the statements for that time, which should be highlighted to the auditor.

The start date for the period cannot be until at least one day after the announcement.

The Announcement would be issued on the 10<sup>th</sup> of July, with the 30 working days period for Public Rights to begin on Friday 11<sup>th</sup> July 2025 and end on Thursday 21<sup>st</sup> August 2025.

**On the motion of Cllr Ray Woodward, seconded by Cllr Andy Roach,  
The Council RESOLVED to approve the Period of Public Rights from 10<sup>th</sup> July 2025 to 21<sup>st</sup> August 2025.**

**25-251 DATE OF NEXT MEETING**

7pm Thursday 17<sup>th</sup> July 2025  
7pm Thursday 18<sup>th</sup> September 2025  
7pm Thursday 16<sup>th</sup> October 2025

*Received and noted by Members.*

**25-252 FUTURE AGENDA ITEMS**

To note that all future agenda items should be raised with the Parish Clerk for consideration.

*Received and noted by Members.*

The Chair thanked everyone for attending.

**Meeting Closed:** 11.26am

Chairman’s Signature: .....

Chairman Name: .....

Date Signed: .....