

**NOTES OF A MEETING HELD ON WEDNESDAY 22<sup>nd</sup> JUNE 2022 AT 7.30 PM**

Councillors: Ian Walton (Chairman), Colin Ford, John Gilding and Jonathon Roberts

Parish Clerk - Gaynor Hawthornthwaite

**1. APOLOGIES/NON-ATTENDANCE**

Councillors Pam Brook, John Bunting, Jane Challoner, Peter Sherlock and Mark Gilson.

Councillor Hugo Deynem - Cheshire West and Chester Council.

**2. DISCLOSURE OF INTERESTS**

Councillor Walton mentioned that planning application 21/04508/FUL - Land to The West of Manley Road is near to where he resides.

**3. APPROVAL OF THE MINUTES OF THE MEETING HELD ON 18<sup>th</sup> MAY 2022**

These were unanimously approved as a correct record and were signed by the Chairman.

**Open Forum**

There were no members of the public in attendance at the meeting.

**4. SAFETY AND SECURITY**

No items reported.

**5. ENVIRONMENTAL MATTERS**

No items reported.

**6. HIGHWAYS**

**6.1 Progress on road repairs – discuss and agree any further follow up actions.**

There has been no update on the ongoing Highway issues.

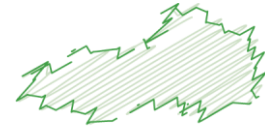
**Action – Councillor Walton to continue to follow up with Councillor Deynem**

**7. COMMUNITY**

**7.1 Parish Field Deed of Gift – discuss progress since the last meeting and agree follow up actions**

Following discussions about the numerous requests from various fund raisers and fundraising groups in the village, the PC are liaising with the family, who donated the parish field, to discuss the possibility of reviewing the Covenants that exist regarding the Parish Field.

**Action– Councillor Walton to continue to follow up with Councillor Challoner**



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## **7.2 For information – Manley Village Hall activities**

The PC noted the following Forthcoming Events that had been arranged at Manley Village Hall:

- Friday 24<sup>th</sup> June from 6 pm – Bar Opening Evening
- Sunday 17<sup>th</sup> July 3 pm to 7 pm – Family Summer Picnic
- Saturday 13<sup>th</sup> August at 7 pm – Live Music Event
- Sunday 18<sup>th</sup> September 10 am – 4 pm – Artisan Market

## **8. PLANNING APPLICATIONS**

**21/04508/FUL - Land to The West of Manley Road – Discuss and agree any consultee comments needed on the amended application.**

Following the recent approval of planning permission for the stables on Pingot Lane, the PC agreed to send a letter to Exolum and their solicitors (Fisher German) to make sure that Exolum are aware of the approval and that they have given permission for the stable construction.

**Action – Councillor Walton to forward the agreed letter to the Clerk to send to Exolum**

## **9. Governance Documents**

**Approval of the Manley PC Risk Policy and Risk Assessment and two new Governance Documents – Retention of Documents and Data Processing Policies.**

Prior to the meeting, the draft Retention of Documents and Data Processing Policies had been circulated for reviewing.

The Data Processing policy was approved.

Following comments received on the Retention of Documents policy, this is to be updated to include further information about the retention of historical documentation. The PC are to follow up the retention of electronic documents that are to be retained permanently and whether hardcopies should also be retained. Once the policy has been updated, this will be approved at the next PC meeting in July.

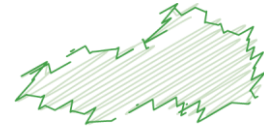
**Action – Clerk to follow up:**

- **the retention of electronic documents that are to be retained permanently and whether hardcopies should also be retained, with Chalc.**
- **the retention of the Register of Members Interests forms and whether they should also be retained by the Parish Council, with CW&C Democratic Services.**

### **Review of PC Policy Documents**

In considering all the PC documents, the PC agreed that:

- there should be a table on the PC website that lists all the Parish Council Policies, with a link to the policies and a date when last reviewed;
- all policy documents should be reviewed annually at the January PC meeting.



**Action – Clerk to circulate the Risk Policy and Risk Assessment for final review prior to the next PC meeting and to note that all the PC’s policy documents should be reviewed annually at the January meeting.**

## 10. FINANCE

### **Review of Current Financial Position**

The MPC bank account balance as at 1<sup>st</sup> June 2022 was £17,063.78.

### **Approval of 2021/22 Annual Audit Return**

- Completion of Section 1 – Annual Governance Statement 2021/22: The PC considered and agreed points 1-8 of the Statement in Section 1, which was approved and signed by the Chairman and Clerk.
- Completion of Section 2 – Accounting Statements 2021/22: The PC considered the Statement in Section 2, which was approved and signed by the Chairman and Responsible Financial Officer.

### **Approval of Exemption Certificate**

- After consideration of the Certificate of Exemption, the PC agreed that as the PC annual gross income and annual gross expenditure for 2021/22 did not exceed £25,000, the PC wished to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Small Authorities) Regulations 2015. The Chairman signed the Certificate of Exemption.

**Action – Clerk to return the Certificate of Exemption to the External Auditor and to arrange for the 2021/22 Annual Internal Audit Report, Annual Governance Statement, Annual Accounting Statements, Certificate of Exemption and the Exercise of Public Rights Accounts to be displayed on the PC website.**

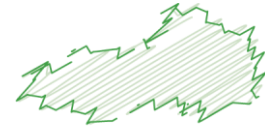
### **Approval of Accounts and Internal Auditor’s Report – 2021/22**

- The end of year accounts were approved and the following recommendations from the internal auditor’s report were considered:
  - *The salary payments of the clerk are not approved in the payments in the minutes. We could identify no income tax paid in the year although the minutes state ‘the clerk had made an online payment for the tax due on the clerk’s salary for the first quarter on 15th July 2021’ but no payment could be identified in the cashbook. However, a HMRC form confirming the payments was provided for the internal audit. Therefore, either the cashbook has been written up incorrectly and the payments to HMRC are a part of the disclosed BACS payment to the clerk, or the clerk has paid HMRC directly after having been paid gross.*

*The council should review the issue we have raised and ensure the cashbook and HMRC payments are accounted for correctly.*

*All salary payments must be approved by council in the minutes.*

**Action - The PC noted the recommendation and agreed that from 1<sup>st</sup> July 2022 (Second Quarter for 2022/23) that the Clerk’s monthly salary should be approved at the PC meeting and paid as a net amount and the PC are to make the quarterly tax payments directly to HMRC from the Second Quarter 2022/23.**



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**The Clerk is to make the tax payment due on the Clerk's salary for the first quarter 2022/23 directly to HMRC.**

- *The risk assessment was updated but was not approved by council and recorded as such in the minutes.*

*The risk assessment must be reviewed, updated and approved by council each financial year and this approval must be recorded in the minutes.*

The PC received the recommendation and noted that the Manley PC Risk Policy and Risk Assessment is to be circulated and reviewed as agreed at the 20<sup>th</sup> April 2022 meeting. It was agreed that from now on, all policy documents should be reviewed annually at the January PC meeting.

**Action – Clerk to circulate the Risk Policy and Risk Assessment for final review prior to the next PC meeting and to note that all the PC's policy documents should be reviewed annually at the January meeting, recorded in the minutes and then published on the PC website.**

- *A laptop and Office 365 licence was purchased for £458.99, 04/11/2021 from Currys and reimbursed, however, no VAT is recorded in the cashbook even though this is a VATable supply and the purchase was not approved in the minutes.*

*All payments must be approved by council in the minutes.*

*The council should secure a VAT invoice for the laptop purchase and include the VAT in the cashbook and ensure the VAT is reclaimed.*

The PC noted the recommendation and agreed that as the PC had a till receipt for the purchase of the PC laptop, the VAT amount of £76.50 would be reclaimed in 2022/23. Approval of the purchase of the laptop was agreed by the PC at the 20<sup>th</sup> October 2021 meeting, as follows:

“The Clerk reported that the PC laptop, which was purchased in 2014, is not working well. The PC agreed that due to its age and the fact that it is fully depreciated, the Clerk should arrange to purchase a replacement (Acer Swift (£399)) and Office 365.”

The reimbursement for the payment by the Clerk was recorded in the 1<sup>st</sup> December 2021 minutes:

“Since the October 2021 the Clerk had purchased a new PC laptop (£399.00) and Office 365 for the new laptop (£59.99) totalling £458.99 on 2<sup>nd</sup> November 2021 and a bacs reimbursement payment of £458.99 was made to the Clerk on 4<sup>th</sup> November 2021.”

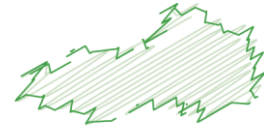
**Action – Clerk to note for the 2022/23 VAT Claim.**

- *The reimbursement for play and stay toys for £162.90 on 12/05/2021 was not approved in the minutes.*

*All payments must be approved by council in the minutes.*

The PC followed up the reimbursement of this payment and noted that the payment was approved at the 24<sup>th</sup> March 2021 meeting and recorded in the minutes and that the payment was then reimbursed on 12<sup>th</sup> May 2021.

Taken from the 24<sup>th</sup> March 2021 minutes:



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“The following were approved for payment:

Reimbursement – Payment of play equipment for Manley Stay and Play Mothers and Toddlers Group. The PC had previously agreed to make a donation of £200 and had been identified in the 2020/21 budget – Mr I Walton - £162.90.”

- *Internal control objective N in the AGAR internal audit certificate requires us to conclude whether the authority has complied with the publication requirements below for the 2020/21 AGAR. Internal control objective L in the AGAR internal audit certificate requires us to conclude whether the authority publishes information on a website/webpage, up to date at the time of the internal audit, in accordance with the Transparency code for smaller authorities.*

*Publication Requirements*

*Smaller authorities must publish various documents on a publicly available website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities. These include:*

- *Certificate of Exemption*
- *Annual Internal Audit Report*
- *Section 1 – Annual Governance Statement*
- *Section 2 – Accounting Statements Analysis of variances*
- *Bank reconciliation*
- *Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.*

*We could not identify the analysis of variances and the annual governance statement from the above list on the website. A screenshot of the public notice was provided separately to us.*

*Therefore, we have concluded the council did not comply for 2020/21 with the:*

- *Publication requirements for smaller authorities*
- *Transparency Code for smaller authorities*

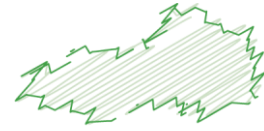
The PC noted that the council must comply with the publication requirements of the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities and agreed to publish all relevant documentation, including any variances in the budget onto the website.

**Action – Clerk to note the 2021/22 documents that should be published onto the PC website as follows:**

- **Certificate of Exemption**
- **Annual Internal Audit Report**
- **Section 1 – Annual Governance Statement**
- **Section 2 – Accounting Statements Analysis of variances**
- **Bank reconciliation**
- **Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015**

The following were approved for online payments:

- Room Hire Manley Village Hall – PC Meeting 22nd June 2022 - £24.00 –



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Manley Village Hall

- Invoice 1448 from Blue Arrow Traffic Management Ltd (road closure for Spring Fair on 2 May 2022) - £420

## **11. CLERK'S REPORT AND CORRESPONDENCE**

The Clerk reported on the following:

The following Bulletins and Circulars had been received since the May 2022 meeting:

### **Chalc**

- Weekly Bulletins
- Briefing notes on Biodiversity Net Gain and the Levelling Up Bill
- CW&C Session 11th July at 6pm - Public Works Loan Board borrowing process and CIL funding
- The UK Shared Prosperity Fund
- Views regarding the future enforcement of moving traffic restrictions in Cheshire West and Chester

### **Cheshire West and Chester Council**

- New waste service rollout phase 2

### **Police and Crime Commissioner**

- Rural Crime Survey
- PCSO Update May 22

## **12. DATE OF NEXT PC MEETING**

The next PC meeting is to be held on **Wednesday 20<sup>th</sup> July 2022 at 7.30 pm**

### **ANY OTHER BUSINESS**

No items reported.