

NOTES OF AN EXTRAORDINARY MEETING HELD ON FRIDAY 2nd JUNE 2023 AT 6.00 PM

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

Parish Clerk - Gaynor Hawthornthwaite

1. APOLOGIES/NON-ATTENDANCE

Councillors Pam Brook and Peter Sherlock

2. DISCLOSURE OF INTERESTS

None declared.

3. FINANCE

Approval of 2022/23 Annual Audit Return

- Completion of Section 1 – Annual Governance Statement 2022/23: The PC considered and agreed points 1-8 (in sequence) of the Statement in Section 1, which was approved and signed by the Chairman and Clerk.
- Completion of Section 2 – Accounting Statements 2022/23: The PC considered the Statement in Section 2, which was approved and signed by the Chairman and Responsible Financial Officer.

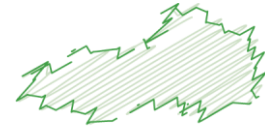
Approval of 2022/23 Accounts

The end of year accounts were approved:

Balance b/f	13012.83
Receipts	6084.43
Payments	<u>5484.27</u>
Balance c/f	<u><u>13612.99</u></u>

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 2022/23 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.



Manley Parish Council

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Action – Clerk to return the Certificate of Exemption to the External Auditor and to arrange for the following 2022/23 documents to be published on the PC website and noticeboard:

- **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**

Approval of Internal Auditor’s Report – 2022/23

The report from the Internal Auditor was noted:

“No issues arising – a robust set of books and records has been maintained throughout the financial year and all internal control objectives were met.”

The Parish Council unanimously thanked the Clerk for her help in keeping the Parish Council accounts in order, ensuring that the governance documentation was reviewed as scheduled and accurately completing the required documentation for the audit.

The following were approved for online payments:

- Completion of Internal Audit for Year ended 31/03/23 – JDH Business Services Ltd - £320.40
- PC Room Booking 12th May 2023 – Manley Village Hall - £30
- Reimbursement for Stationery – Jiffy Bag £2.99 and Postage Recorded Delivery to the Internal Auditor - £11.15 - Mrs G Hawthornthwaite - £14.14
- Reimbursement of items for the Coronation Event at Manley Village Hall - £100.28 (Manor Farm Butchery for meat) and £28.76 (Costco, food serving items) (Total £129.04) – Councillor Ian Walton
- Reimbursement for the purchase of the Coronation Cup – Councillor Ford - £85.00

4. DATE OF NEXT PC MEETING

The next PC meeting is to be held on **Wednesday 5th July 2023 at 6.00 pm**

Any Other Business

- Councillor Gilding reported that he had seen a notice about resurfacing parts of New Pale Road at the end of June 2023.
- The PC is to consider a response to an enquiry received from a member of the public.

The meeting closed at 6.46 pm