

LAWHITTON PARISH COUNCIL AGM

**Held on
Tuesday 7.30 pm 14th May 2024
At Lawhitton Parish Hall**

mf.lawhitton@gmail.com or Phone: 01566 776924

MINUTES

Attendees: Cllrs. A Steve (chair) T Bastard. M King. R Robinson L Chudleigh.

Other attendees: County Cllr. A Parsons. C Russell. B Abraham.

1. **Apologies:** Cllrs L Hunt. J Perry.
2. **Election of Officers to this council.** All members of this council agreed to stand. A Steven nominated as Chairman and agreed by council.
3. **Confirm minutes of the previous meeting held on the 9th May 2023.** Agreed and signed by chair.
4. **Matters Arising:**
 - 4.1. Council agree Standing Orders Statement of Internal control& Financial Regulations.
 - 4.2. Due to unforeseen circumstance Mr B Worth cannot carry out internal audit. Mrs Ann Nicholson (retired teacher) has agreed to carry out the internal audit 2024, Council agreed by email to this change.
5. **Finance:** Annual Audit AGAR Form 2. All documents were sent to Councillors for approval prior to this meeting. Approval received from Council by email.
 - 5.1. Accounting Statement 2023-24 of the Annual Return.
 - 5.2.
 - 5.2.1. Annual Internal Audit Report is received and noted.
 - 5.2.2. Annual Governance Statement (section 1) approved.
 - 5.2.3. The Accounting Statements (section 2) are approved.
 - 5.2.4. AGAR Certificate of exemption 2023/24 Approved.
 - 5.3. Following approval, the Chair and Clerk sign the Annual Governance Statement and the Chair signs the Accounting Statements.
 - 5.4. The RFO sets the commencement date for the exercise of public rights. To be posted on the notice board.
 - 5.5. Certificate of Exemption signed by RFO and Chair.
 - 5.6. RFO/Clerk to forward completed certificate of exemption to External Auditor.
6. **A.O.B.**
 - 6.1. Review of Clerks Terms & Conditions. Council agreed Clerk is doing a satisfactory job. Salary to be brought in line with NALC Pay Scale range point 18. This was agreed by Council.
 - 6.2. Chairman proposed the nomination for Internal Auditor for 2024/25. Clerk suggested Mrs. A Nicholson. Council agreed.

Signed by Chair..........Date. 9/7/24.....