

Hemyock Parish Council
Meeting of the Full Council
held at Blackdown Healthy Living & Activity Centre, Hemyock at 7.30pm on 26 June 2024

Present

Councillors P Doble (Chair) (arrived at Item 4), Councillors Lawrence, Povah, Summers and Talbot together with Mrs S McGeever (Clerk).

Councillor Talbot opened the meeting at 7.30pm.

26062024/1. Apologies

Apologies had been received from Councillors Clist, A Doble, Matthews, Moon and Ward.

26062024/2. Declarations of Interest/Dispensations

There were no declarations of interest given or dispensations requested at the meeting.

26062024/3. Public Participation

There were no members of the public present.

26062024/4. To approve the minutes of the meeting on 5 June 2024

PROPOSAL: The council minutes of 5 June 2024 are approved as a true record of the meeting.

PROPOSER: Councillor Lawrence

SECONDER: Councillor Summers

The Parish Council RESOLVED that the minutes were a true record of the meeting, and they were duly initialled and signed by the Chairman.

Annual Governance and Accountability Return (AGAR) 2023/24

26062024/5. Internal Auditor's Report

The Clerk presented the Internal Auditor's Report to the Parish Council.

There were no items of a material nature that needed to be reported to the Parish Council and the Internal Auditor had welcomed the transition to Scribe.

The 2024/25 data inputted into Scribe would include invoices for all payments and any invoices generated by the Parish Council allocated to receipts as well as all bank statements. This would greatly facilitate the internal audit in 2025.

The transition to Scribe would also provide for improved financial and budgeting reporting to the Parish Council.

The Parish Council noted that there were some amendments to the 2023/24 inputting of data but that this had not affected the year end accounts for the purposes of the AGAR reporting but would improve the accuracy of the year-end budget report.

26062024/6. Annual Governance Statement 2023/24

The Parish Council noted that the **Annual Governance Statement** (Section 1) must be approved on the same day or before the **Accounting Statements** (Section 2) and evidenced by the agenda or minute references.

The Clerk presented the Annual Governance Statement to the Parish Council.

The Annual Governance Statement was duly signed by the Chairman and the Clerk/RFO and it was recorded on the form that it was signed on 26 June 2024 under minute Item 26062024/6.

26062024/7. Accounting Statements 2023/24

The Clerk presented the Accounting Statements as verified by the Internal Auditor and signed by the Clerk/RFO prior to the meeting.

The Parish Council RESOLVED to sign the Accounting Statements.

The Accounting Statements was duly signed by the Chairman, and it was recorded on the form that it was signed on 26 June 2024 under minute Item 26062024/7.

The documentation for the AGAR would be sent to the External Auditor before the deadline of 30 June 2024 by email to meet the Parish Council's statutory requirements.

26062024/8. Dates for the period of public rights

The dates of the period for the Exercise of Public Rights were recorded as being from Monday, 1 July 2024 to Friday, 9 August 2024 to meet the Parish Council's statutory requirements.

26062024/9 Dates of the next meetings:

Meeting dates for July:

3 July 2024 (Parish Council)

11 July 2024 (Finance)

TBA Commons Meeting

The Chairman closed the meeting at 8.15pm

Signed _____ Date _____
Chairman