

## **MINUTES OF THE EXTRAORDINARY MEETING OF MORVILLE PARISH COUNCIL HELD ON MONDAY 27<sup>TH</sup> JUNE 2022 AT MORVILLE VILLAGE HALL AT 7:30PM**

**Present:** Councillors: Cllr G Brown, Cllr R-L Brown, Cllr J Davey, Cllr D Gibson, Cllr S McDermott (Chairman), Cllr G Wilkes, Cllr P Yuille

**In Attendance:** Officer: C Maclean (Locum Clerk)  
Members of the Public: 2

### **22.24 WELCOME**

The Chairman welcomed everyone to this extraordinary meeting.

### **22.25 TO RECEIVE APOLOGIES**

Apologies noted from Cllr C Bullock, Cllr J Cantrill, Cllr L Moxon-Jones, Cllr A Pitchers and Shropshire Cllr R Tindall.

### **22.26 DISCLOSURE OF PECUNIARY INTERESTS**

None

### **22.27 PUBLIC SESSION**

A member of the public enquired whether the environmental maintenance grant had been received for the current financial year. Cllr S McDermott advised that it has not been and understood that as a result of lack of staff cover, there are delays in Shropshire Council dealing with the grants. The application to apply for the grant was still awaited.

The resident enquired whether a new lengthsman had been sourced for the parish. Cllr S McDermott advised that a replacement to the previous lengthsman had not yet been sourced but that the next meeting of Council would discuss the parish's requirements prior to going out to tender.

The resident enquired whether there was any update to the situation affecting the Acton Arms. Cllr S McDermott advised the resident that he was not aware of developments but noted that this was not in scope of the Parish Council. Information would only be expected to be presented before Council in matters such as planning applications.

The resident enquired about rights of way across part of the parish. The resident was advised that no dates had been set for the opening of these.

The resident noted that Shropshire Council had not updated Councillor details relating to the Parish Council. The Locum Clerk would refer this to Shropshire Council.

### **22.28 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN**

#### **(i) Presentation and Acceptance of 2021/2022 Accounts**

The Locum Clerk advised Councillors that the accounts were presented to reflect the receipts and payments for the year, set out in separate pages together with a reconciliation and details of payments in excess of £100.

Cllr G Wilkes noted a typographical error in the total shown for payments exceeding £100. Councillors noted the amended value which would be shown on the documents to go on the website.

The Locum Clerk advised that the list of assets reflected the items advised by the previous Clerk but that he had inserted values based on the total shown on the Accounting Statements. Councillors noted that these values would be reviewed through the year.

Cllr S McDermott noted that the asset values were not as reflected in the insurance policy but the Locum Clerk advised that the values reflected different criteria. It was recognised that insurance values required to reflect reinstatement.

**Proposed by Cllr J Davey, seconded by Cllr G Brown and it was unanimously resolved that the accounts be signed by the Chairman and the Locum Clerk as a fair representation of the financial position of the Council.**

**(ii) Receipt and Noting of the Internal Audit Report**

The Locum Clerk advised Councillors that the auditor had reviewed the Council based on the information and data that had been provided to the Locum Clerk. Councillors reviewed the report and noted that a number of control objectives were not regarded as sufficient to say Yes. The auditor had provided a separate report on these which the Councillors reviewed and noted.

**Councillors noted the report covering the financial year 2021/2022.**

**(iii) Review, Consideration and Approval of Annual Governance Statement**

Councillors reviewed the criteria set out in the Statement and considered whether the Council appeared to meet these in the previous financial year. Of these, Councillors considered that criteria 5 was not met in that there was insufficient evidence to note steps had been taken to effect assessment of the risks and take appropriate actions to address. Councillors noted a separate comment would be made to the Statement to reflect these and the remedial action.

**Proposed by Cllr J Davey, seconded by Cllr G Wilkes and it was unanimously resolved that the Annual Governance Statement be signed by the Chairman and the Locum Clerk on behalf of the Council.**

**(iv) Presentation and Approval of 2021/2022 Accounting Statements**

The Locum Clerk advised Councillors that the values set out in the Statements were designed to show the precept amount and staff costs separately to other income and expenditure. The Locum Clerk advised Councillors that the Statement showed a restatement of the previous year's values as there was an inaccuracy in the values set out in the previous year's Statement, but that he had also restated the values to factor in three long outdated cheques which appeared to have been issued but never presented for payment.

**Proposed by Cllr J Davey, seconded by Cllr P Yuille and it was unanimously resolved that the Accounting Statements be signed by the Chairman on behalf of the Council.**

**(v) Presentation and Approval of Certificate of Exemption**

The Locum Clerk advised Councillors that as the annual gross income or annual gross expenditure of the Council did not exceed £25,000 for the year, the Council could complete a Certificate of Exemption. This allowed the Council to display the documents on the website and not be required to submit to the external auditors and therefore be subject to a review fee.

**Proposed by Cllr J Davey, seconded by Cllr P Yuille and it was unanimously resolved that the Chairman sign the Certificate of Exemption on behalf of the Council.**

**(vi) Other Documentation**

Councillors noted the contents of the Notice of Public Rights and Publication of Annual Governance & Accountability Return (Exempt Authority). It was also noted that the period of access would run from 1 July 2022 to 11 August 2022. The Locum Clerk advised Councillors that this notice required to be displayed on noticeboards as well as the website.

Councillors noted the contents of the Explanation of Significant Variances and the items which required detailed explanation.

Councillors noted the content of the Bank Reconciliation which is the pro forma required by the external auditors.

The Locum Clerk advised Councillors of the schedule setting out details of the auditors for the Council and the Contract Sheet that was required by the external auditors.

**(vii) Appointment of Internal Auditor for Year 2022/2023**

The Locum Clerk advised Councillors that he had received advice from the internal auditor that he was retiring and therefore an alternative auditor would be required for the next review. Cllr S McDermott proposed the Locum Clerk contact the Clerk at Tasley Parish Council to identify who they used and whether that auditor could assist.

**22.29 PARISH MATTERS**

Cllr D Gibson noted that following the provision of replacement defibrillator pads at Monkhoton, the invoice remained outstanding for payment. The Locum Clerk advised that arrangements for this to be paid would be made.

**22.30 ITEMS FOR NEXT MEETING**

- (i) Lengthsman.
- (ii) Locum Clerk Contract.
- (iii) Locum Clerk to be advised of any items to be added.

**22.31 NEXT MEETING**

11<sup>th</sup> July 2022.

There being no further business the Chairman declared the meeting closed at 9:00pm.

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Chairman

11<sup>th</sup> July 2022