

Levens Parish Council

Minutes of the Ordinary Meeting of the Parish Council held on 11 June 2025 at the Methodist Church, Levens at 7.00 p.m.

Present: Cllr. R. Mason (Chairing the meeting), J. Battye, H. Burrow, K. Holmes, D. Rogerson, M. Willacy, M. R. Curry (Clerk). No members of the public were present.

19/25 Apologies for Absence: Apologies had been submitted by Cllr. R. Atfield.

20/25 Declarations of interest: None

21/25 Minutes: It was **Resolved** that the Chairman be authorised to sign the Minutes of the Annual Parish Council Meeting held 13 May 2025 as a true record.

22/25 Public Participation: No members of the public were present to raise matters under this item.

23/25 Finance

a) Payments: The following payments were **Approved**:

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| i. M R Curry: Salary May 2025: (PC: £409.74; LCP: £251.76; Charity: £33.86; Mileage £16.20; Expenses - stamps): | £ 718.36 |
| ii. Jean Airey: Internal Audit fee 2024-25: | £ 100.00 |
| iii. Direct 365: Defibrillator Battery: | £ 240.00 |
| iv. Armstrong Watson: VAT Administration fee Q1: 2025-26: | £ 120.00 |
| v. Levens Hall: Annual Rent, Levens Kitchen Garden: | £ 432.00 |
| vi. The DD payment to the Information Commissioner for the 2025 Annual registration fee was Approved : | £ 47.00 |
| The following payments from Levens Charity were Approved : | |
| vii. Levens Parish Council: Refund Clerk's remuneration 2024-25: | £ 600.00 |
| viii. B. Nelson: Harrowing and ground preparation, Community Orchard: | £ 144.00 |

b) Annual Governance and Accountability Return (AGAR) 2024-25:

- i. **The Internal Audit Report (IAR) 2024-25:** The IAR (circulated 04 June 2025) was presented. The Report was **Approved**.
- ii. **Annual Governance Statement 2024-25 – AGAR Section 1:** The following governance documents were **Approved**:
 - Asset Register
 - Risk Assessment
 - Financial RegulationsFollowing approval of documents, The Annual Governance Statement confirming that there is a sound system of internal control, including arrangements for the preparation of accounting statements was reviewed, **Approved** and signed by the Chairman and Clerk.
- iii. **Accounting Statements 2024-25 – AGAR Section 2:** The Accounting Statements having been signed by the Clerk were presented, **Approved** and signed by the Chairman.
- iv. **Publication Arrangements:** Councillors **Agreed** that the Notice of the Period for the Exercise of Public Rights would be published on 11 June and that the dates for the Exercise of Public Rights would run from Friday 13 June to Thursday 24 July 2025 inclusive.

24/25 Date of the Next Meeting: It was confirmed that the next Ordinary Meeting of the Parish Council will take place on Tuesday 08 July 2025 at 7.30 p.m. to be held in the Methodist Church

The meeting closed at 7.20 p.m.

Signed (Chairman) Date:.....