

Levens Parish Council

Minutes of the Ordinary Meeting of the Parish Council held on 11 June 2024 at the Methodist Church, Levens at 7.15 p.m.

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

19/24 Apologies for Absence: No apologies had been submitted. All Councillors were present.

20/24 Declarations of interest: None

21/24 Minutes: It was **Resolved** that the Chairman be authorised to sign the Minutes of the Annual Parish Council Meeting held 14 May 2024 as a true record.

22/24 Public Participation: No members of the public were present to raise matters under this item.

23/24 Finance

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

- i. M R Curry: Salary May 2024: (PC: £303.18; LCP: £521.48; Charity: £9.79; Mileage £27.00) £ 861.45
- ii. Jean Airey: Internal Audit fee 2023-24: £ 129.10
- iii. Levens Methodist Church: Room Hire April-July + 1 (Project): £ 130.00
It was noted that the invoice included a full charge for the June meeting which was to last less than half-an-hour. It was **Agreed** to request a credit for the unused time to be offset against a future meeting.
- iv. The DD payment to the Information Commissioner for the 2024 Annual registration fee was **Approved**: £ 35.00
- v. No other payments were submitted for approval.
- vi. The transfer of £165,000.00 from the HSBC Levens Project Account to HSBC Levens Parish Council deposit account No. 33011453 was **Approved**.

b) Annual Governance and Accountability Return (AGAR) 2023-24:

- i. **The Internal Audit Report (IAR) 2023-24:** The IAR (circulated 21 May 2024) was presented. At the Clerk's request, the Internal Auditor had made a minor amendment to the version previously circulated (supported by a qualifying note) relating to the period for the exercise of public rights in relation to the 2022-23 accounts. With this amendment noted, the Internal Auditor's Report was **Approved**. Councillors also noted that the Internal Auditor had referred to a high standard of record keeping and requested that the Minutes record their appreciation to the Clerk for work in this respect.
- ii. **Annual Governance Statement 2023-24 – AGAR Section 1:** 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 2023-24 – AGAR Section 2:** The Accounting Statements having been signed by the Clerk were presented, **Approved** and signed by the Chairman.
- iv. **Publication Arrangements:** The Notice of the Period for the Exercise of Public Rights was presented, and Councillors noted the dates as from Friday 14 June to Thursday 25 July 2024.

24/24 Date of the Next Meeting: An error on the Agenda mis-stating the date of the next meeting was noted and it was confirmed that the next Ordinary Meeting of the Parish Council will take place on Tuesday 09 July 2024 at 7.30 p.m. to be held in the Methodist Church

The meeting closed at 7.31 p.m.

Signed (Chairman) Date:.....