

MINUTES OF A MEETING OF ECCLESHILL AND WATERSIDE PARISH COUNCIL HELD ON MONDAY 8 JUNE 2020 AT 7.30 PM AT THE CARUS CENTRE, HODDLESDEN, DARWEN (THE MEETING WAS HELD OUTSIDE AT THE CENOTAPH)

Present (Chair) Cllr Matthew Jackson, Cllr Lesley Shaw and Cllr Andrew Green.

0771 Apologies for Absence

There were apologies for absence from Cllr Scott Pendry and Cllr Silvia Robinson

0772 Declarations of Interest

Declarations of interest were received from Cllr Lesley Shaw and Cllr Andrew Green in respect of Victoria Buildings.

0773 Minutes of the Meeting held on 9 March 2020

Resolved: that the minutes of the meeting held on 9 March, having been circulated be received, and approved and signed as a true record by the Chairman.

Meeting adjourned at 7.35pm for local issues.

Details of local issues were shown in the clerk's report.

Meeting reconvened at 7.45pm.

0774 Accounts:

Resolved: that the following accounts be approved:

Clerks Salary: : £208.00 (April & May 2020 already paid),Subscriptions(LALC):£68.36 (already paid), Insurance: £ 280.16 (already paid),HMRC: £ 78.00 (already paid), Office Expenses £ 22.85 (already paid),Gardening Services: £ 90.00 (already paid)
Clerks Salary: £ 104.00 (June 2020).

0775 Planning

There was one planning application received by the Parish Council Ref: 10/20/0365. Councillors had no objection to the planning application.

0776 Road Repairs Victoria Buildings

No expenditure had been incurred between (April 2020 and June 2020).

0777 Gardening Services

The gardening service was working well and the gardener had submitted monthly accounts for work carried out.

0778 Parish Council Vacancy

This item was removed from the agenda, but councillors would seek clarification from Cllr S Pendry of his intention to remain a Parish Councillor.

0779 Annual Meeting 2020

Due to the current pandemic it had not been possible to hold an annual meeting. Councillors agreed to carry on with the current Chairman and Deputy Chairman till May 2021.

Action: Chair and Vice-Chair to carry on till May 2021.

0780 Delegated Powers for the Clerk

Councillors agreed that in the current circumstances responsibility for ensuring the efficient running of the Parish Council in terms of commitments/payments would be delegated to the clerk. There would still be two signatures required for all cheques and the schedule of payments would be produced for Parish Council meetings in retrospect if necessary.

Councillors agreed this course of action.

0781 Coronavirus Update

The clerk updated councillors on the current position regarding meetings. From July 2020 there would be regular meetings held with social distancing in place.

0782 Advertising the Parish Meetings

The clerk would draw up a schedule of meetings for the financial year that would be displayed on the Parish notice board.

0783 To receive items for information

The clerk had received no items for information.

Exclusion of Public and Press**0784 Financial Position to 8 June 2020**

The financial position to the 8 June 2020 had been circulated to councillors with the agenda.

Councillors noted and approved the financial position.

0785 Certificate of Exemption (2019-20)

As the Parish Council had a total gross income and total gross expenditure of less than £25k, there was no need to send off detailed accounts to the External

Auditor. Instead an exemption certificate was signed by the chairman and the clerk which was submitted to the External Auditor in **June 2020**. The Annual Internal Audit Report, Annual Governance Statement, Annual Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still needed to be fully completed and, along with a copy of this certificate, published on a public website* **July 2020**. By signing this certificate, the Parish Council were also confirming that this would be done.

Action: Clerk to ensure that all the above actions were completed

0786 Annual Internal Audit Report (2019-20)

The Annual Internal Audit for 2019-20 had been carried out in accordance with the needs of the Parish Council. Acting independently **Mr F Cumpstey** had looked at the assessment of risk carried out selective assessment of compliance with the relevant procedures and controls that were in operation during the financial year to 31 March 2020. On the basis of the findings in the areas examined the internal audit conclusions were summarised. The conclusion was that in all significant respects the control objects were being achieved throughout the financial year. The Internal Auditor had concluded that the accounts were materially accurate and correct.

Councillors accepted the report and conclusion of the Internal Auditor and thanked him for carrying out the audit for 2019-20 financial year.

0787 Annual Governance Return (2019-20)

In compliance with a change in the accounts and Audit Regulations 2015, the clerk went through the Annual Governance Statement **2019-20** with councillors. Councillors acknowledged that there was a sound system of internal control, including arrangements for the preparation of Accounting Statements. The statement was signed off by the Chairman and the clerk.

0788 Annual Accounting Return (2018-19)

The clerk explained to councillors' section 2 which were the Accounting Statements relating to **2019-20**. Councillors accepted/approved the return which was signed off by the Chairman and the clerk.

0789 Date & Time of the Next Meeting

The next meeting would be held on Monday 13 July 2020 at 7.30pm, at The Carus Centre, Hoddlesden, Darwen.

