

Minutes of a Meeting of Livesey Parish Council held on 12 June 2020 at Livesey Parish Community Hall, York Terrace, Feniscowles, Blackburn.

Present: Cllrs J Malowana – Murphy (in the Chair, K Malowana -Murphy, C Hardman and D Hardman.

Before the start of the meeting Councillors held a minute's silence for Councillor John Pearson who died suddenly in hospital on 16 May 2020. Councillors paid tribute to him for all his hard work over the past years as a Parish Councillor.

5600 Apologies for Absence

There were apologies for absence from Cllrs J Arnold and J Croasdale.

5601 Declarations of Interest

Declarations of interest were received from Councillors in respect of the following areas: Cllr J. Malowana - Murphy Livesey Parish Hall Committee, Rosebay Wood Group, Livesey Library and St Pauls School. Cllr K Malowana-Murphy Livesey Library. Cllr C Hardman Immanuel Guides. Cllr D Hardman Planning, Immanuel Scouts and Cherry Tree Cricket Club.

5602 Minutes of the Meeting held on 13 March 2020

RESOLVED: that the Minutes of the Meeting held on 13 March 2020, having been circulated, be received as a correct record, and be approved and signed by the Chairman.

Meeting adjourned at 7.40pm for local issues

Details of local issues are included in the clerk's report.

Meeting reconvened at 8.30pm

5603 Accounts

RESOLVED: that the following accounts be approved:

Clerks Salary: £ 532.80 (already paid), Annual Insurance: £ 843.86 (already paid), HMRC: £ 200.00 (already paid), Business Rates 935.63 (already paid), Subscriptions: £ 785.41 (already paid), Business Rate Refund **£-935.63 (received)**
Clerks Salary: £267.20, Office Expenses: £19.50.

5604 Planning

There were 18 planning applications on the schedule.

Councillors had no objections to the 18 applications received.

5605 Rosebay Wood

There was no further update for this agenda item but it would remain as a future agenda item.

5606 Land Registry.

The information had been completed and the Parish were awaiting documents from the solicitor. The clerk had received an invoice from the solicitor for £930.00. This would be paid in the next week.

Councillors thanked the Chairman for all his efforts in completing all the documentation.

5607 Gardening Update.

The new gardening contractor for the Parish was Mr D Waring who had signed a one-year contract. The contract would save the Parish around circa £400 per annum.

5608 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.

5609 To Receive Items for Information

There were no items for information but the following issues were communicated:

- ❖ 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.

- ❖ The Council had received a business grant from Blackburn with Darwen Borough Council of £10k.

Exclusion of the Public and Press

5610 Financial Position 12 June 2020

The clerk had circulated to Councillors the latest financial position of the Parish Council which related to 12 June 2020.

The financial position was noted and approved by Councillors.

5611 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 would be submitted to the External Auditor on 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* in **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.

5612 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.

5613 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 by the Chairman.

5614 Annual Accounting Return (2019-20)

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

5615 Date and Time of Next Meeting

RESOLVED: that the next meeting of Livesey Parish Council will take place on **Friday 10 July 2020 at 7.30pm** at Livesey Parish Community Hall, York Terrace, Feniscowles, Blackburn.