



WINTERTON-ON-SEA PARISH COUNCIL

Tel: 07918 978921. Email: clerkwinterton@gmail.com
Chairman: Mark Bobby, Vice-Chairman: Liam McMahon
Responsible Financial Officer & Chair of Finance: Dawn Clegg
Clerk to the Council: Jolene Towne

**Minutes of the Winterton-on-Sea Parish Council Meeting
held on Wednesday 12th June 2024 at 6:30 PM at the Village Hall
to agree the 2023-24 Year End Return and AGAR submission**

Councillors present: Mark Bobby, Marina Carr, Dawn Clegg, John Smithson, Liam McMahon,
Nigel Coe, Emma Punchard

Public present: 0 members of the public,

Minutes taken by: J Towne

Cllr. M Bobby welcomed everyone to the meeting & thanked them for their support.

1. Apologies and Quorum determined.

- 1.1 Apologies received. NONE
- 1.2 Quorum was determined

2. Declarations of Interest

- 2.1 Councillors should declare any pecuniary or non-pecuniary interest on any agenda item. NONE RECEIVED
- 2.2 To consider any dispensation requests received. NONE RECEIVED

3. AGAR

- 3.1 It was CONFIRMED that the meeting's agenda was distributed to councillors and published for members of the public more than 3 working days before the meeting.
- 3.2 It was CONFIRMED that NALC changed the allocated auditor.
- 3.3 It was CONFIRMED that the Internal Audit had successfully taken place
- 3.4 To complete, agree, and sign the Annual Governance and Accountability Return 2023/24 for submission to external auditors as below
 - 3.4.1 2023-24 External Audit Report to inform;
Councillors considered the report, its relevance to 2022-23 and if the same could be said to apply for the year 2023-24, deciding after discussion and examples that proper provision had been made for any person wishing to exercise their public rights.
 - 3.4.2 Internal Audit Report for 2023/24, previously circulated was formally NOTED for submission;
 - 3.4.3 Annual Governance Statement Section 1, statements 1-8 with affirmative meaning were considered and discussed by Councillors. Signed by Chair Cllr. M. Bobby and Clerk J. Towne.
 - 3.4.4 RFO provided certified Accounting Statements 2023/24 (AGAR Section 2); The Statements were examined with differences from previous years discussed.
 - 3.4.5 The Accounting Statements 2023/24 (AGAR Section 2) were considered, approved and signed by Chair, Cllr. M. Bobby

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- 3.4.6 2023-24 Bank reconciliation was agreed by the Council and signed by appropriate officers for submission;
- 3.4.7 The Exercise of Public Rights was agreed upon and signed with Dates being selected based upon the availability of the Responsible Financial Officer as all electronic and paper records for 2023-24 will be in their possession (within the parish). As required, dates reflect the first 10 working days of July.
- 3.4.8 The Statement of Variance was considered by the Council.
The RFO provided the meeting with an Explanation of Variances spreadsheet which showed a reduction of “Staff Costs” from the previous year 2022 – 2023 where the previous Clerk left with no replacement until 01/11/23. APPROVED
There was a Variance from “Other Receipts” due to increased income from Village Hall Hirers, new Allotment Hires and increased rates and VAT Reclaim. APPROVED
An explanation of increased variance from “Other Payments” where additional costs were incurred from unforeseen repairs and maintenance, Recreation Ground tree Surgery, SAM Sign repair and Changing Room roof repairs. APPROVED
It was agreed that the Responsible Financial officer and Parish Clerk should submit the documents approved and signed as above to the external auditor as soon as is practical, and ensure the same documents are published on the parish council’s website with the exercise of public rights notification.
ACTION: Cllrs. D. Clegg and Clerk J. Towne

The date of the next full council meeting is Wednesday 26th June 2024 at 7:30 pm.

The date of the next Finance meeting is Wednesday 11th September 2024 at 6:30 pm

Meeting closed at 6.50pm