



WINTERTON-ON-SEA PARISH COUNCIL

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Chairman: Cllr. Mark Bobby, Vice-Chairman: *vacant*

Clerk to the Council: *Vacant*

Proper Officer: Cllr. Marina Carr. Responsible Finance officer Cllr. Dawn Clegg

Minutes of the Winterton-on-Sea Parish Council Meeting held on Wednesday 31st May 2023 at 7:30PM at the Village Hall to agree the 2022-23 Year End Return and AGAR submission

Councillors Present: Cllrs., Mark Bobby, Marina Carr, Dawn Clegg, Richard Henwood,
Liam McMahon, and John Smithson.

Public Present: no members of the public

Minutes taken by: Cllr. M. Carr

1. Apologies.

1.1. Cllr. N. Coe (bereavement) and Cllr. E. Punchard (vacation)

2. Declarations of interest.

2.1. No Councillors declared an interest on any item on the agenda.

2.2. No dispensation requests received.

3. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN

3.1.1. 2021-22 External Audit Report;

Councillors considered the report, its relevance to 2021-22 and if the same could be said to apply for the year 2022-23, deciding after discussion and examples that proper provision had been made for any person wishing to exercise their public rights.

3.1.2. Internal Audit Report for 2022/23, previously circulated;

Councillors noted the report and discussed the implications of, and planned actions to address, Item 'I' in the report.

3.1.3. Annual Governance Statement Section 1 to consider, complete and sign.

Statements 1-8 with affirmative meaning were discussed in depth. Despite changes and differences in clerking arrangements in the year 2022-23, use of the accounting package together with the banking mandate (3 councillors to manage) and Statement of Internal Control, gave councillors confidence that they had met all assertions on the right-hand side. Planned improvements for the new year (2023-24) in regular public reporting between Council and Committees were reviewed and approved.

3.1.4. 2022-23 Annual Accounts to inform AGAR Section 2;

Council examined a Year-End Accounts statement prepared for the Annual Parish Meeting earlier that month, discussing differences between years and the precept vs. spending.

3.1.5. To consider, approve and sign Accounting Statements 2022/23 (AGAR Section 2);

Council agreed the accounts and they were signed by the Chair and the interim Proper Officer (previously signed by the interim RFO).

3.1.6. 2022-23 Bank reconciliation to be signed for submission;

Council agreed the bank reconciliation, and it was duly signed by appropriate officers together with a separate list of unrepresented payments should this be required.

3.1.7. To agree, sign and note the dates of the Exercise of Public Rights

Dates were selected based upon availability of the interim Responsible Financial Officer and the interim proper Officer as all electronic and paper records for 2022-23 will be in their possession (within the parish). As required, dates reflect the first 10 working days of July.

3.1.8. To consider, approve and sign (if required) a Statement of Variance.

The RFO provided the meeting with an Explanation of Variances spreadsheet which demonstrated that no explanation of variances was required, as no 2022-23 balance varied by more than 15% from the previous year.

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3.2 It was agreed that the interim Responsible Financial officer and Proper Officer 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 M. Carr

4. Other month-end business / transactions.

4.1. May 2023, Transactions since last meeting (17/05/2023)

4.1.1. To note unreported receipts for May 2023

<u>SOURCE</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
Village Hall Hire	£390.00	VH hire
Allotments	£0.00	Plot rent
Refunds	£112.01	Electricity overpayment
	<u>£502.01</u>	

4.1.2. All village hall users have been invoiced for May 2023, confirmed the RFO.

4.1.3. Additional payments for end May were approved.

<u>PAYEE</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>METHOD</u>
Rowland Smith	£280.00	Grass cutting	Bacs
Maple Tree Surgeons	£1350.00	Rec. Ground maint.	Bacs
SLS Scratby	£118.01	Allotments	Bacs
Staffing	£268.00	Staffing	Bacs
	<u>£2,016.01</u>		

4.1.4 The Bank Reconciliation for end May 2023 was received, attached below.

Bank Reconciliation at 31/05/2023		
Cash in Hand 01/04/2023		72,025.64
ADD		
Receipts 01/04/2023 - 31/05/2023		23,755.25
		<u>95,780.89</u>
SUBTRACT		
Payments 01/04/2023 - 31/05/2023		4,591.82
		<u>91,189.07</u>
Cash in Hand 31/05/2023 (per Cash Book)		91,189.07
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Cash in hand per Bank Statements		
Petty Cash 01/04/2023	0.00	
Unity Savings 01/04/2023	51,106.55	
Unity Current 31/05/2023	40,082.52	
		<u>91,189.07</u>
Less unrepresented payments		<u>91,189.07</u>
Plus unrepresented receipts		<u>91,189.07</u>
Adjusted Bank Balance		91,189.07

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- 4.2. Approval to purchase a replacement battery for the SAM sign, approximate cost £75 was agreed.

ACTION: Cllr. L. McMahon

5. Other Council business.

- 5.1. Council noted that an additional key holder for recreation ground car park gate had been added bringing the total to 7 (see below).

- 5.2. It was agreed that Cllr. J. Smithson would take over as Councillor key holder and would monitor key holders list and activities. Cllr. Henwood will monitor parking practice. The key to be collected from M. Hartley and the updated list from Cllr. Carr.

ACTION: Cllr. J. Smithson

The possibility of adding registration numbers to the list was considered: Cllr. Clegg pointed out that some users do not have the same registration always (works' vehicles for example) but it may be a useful further check.

- 5.3. All councillors are entitled to attend (and vote) but the regular members of the Finance Committee were agreed as Cllrs. Clegg, McMahon, Coe, and Smithson with Cllr. Carr attending as interim Proper Officer.

- 5.4. Local police SNAP meeting on 8th June 2023 at 7pm in Scratby Village Hall, Beach Road, Scratby, Great Yarmouth, NR29 3AJ. All are invited and urged to attend so that police truly reflect the priorities of local residents.

ACTION: Cllr. N. COE

The date of the next full council meeting is Wednesday 28th June 2023 at 7:30pm.

Meeting closed at 22:10