



## MINSTER LOVELL PARISH COUNCIL

www.minsterlovell-pc.gov.uk

**Parish Clerk: Sharon Palmer**

2 Charterville Close, Minster Lovell, Witney, Oxon OX29 0SL

Email: [info@minsterlovell-pc.gov.uk](mailto:info@minsterlovell-pc.gov.uk)

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### **Minutes of the Parish Council Meeting held on Monday 27<sup>th</sup> June 2022 from 7.00pm in St Kenelm's Hall, Brize Norton Road, Minster Lovell**

**Present:** Cllr Jean King, Cllr Brian Layt, Cllr Jonathan Stowell, Cllr Ann Williams and Sharon Palmer (Clerk)

**Apologies:** Cllr Sue Bicker, Cllr David Haley, Cllr Hannah Leach

**Parishioners present:** 0

The meeting started at 7.00pm.

1. Welcome / Members present and apologies for absence  
Cllr Haley had sent his apologies for the meeting and Cllr Stowell chaired the meeting in his absence. Cllr Stowell welcomed everyone to the meeting and noted apologies had been received from Cllrs Bicker, Haley and Leach
2. Declaration of interest in agenda items  
Cllr King noted that she had assisted the Clerk in producing the accounts.
3. Parishioner's Public Participation (for questions and comments on agenda items)  
No parishioners attended the meeting.
4. Finance:
  - a) Statement of Accounts – to consider and approve the Statement of Accounts for year ending 31 March 2022

Cllr King produced the updated bank reconciliation for year ended 31<sup>st</sup> March 2022. Cllr Stowell proposed acceptance of the updated statement of accounts; seconded by Cllr Layt and agreed by all present at the meeting. The Council RESOLVED to approve the updated statement of accounts.

- b) Internal Audit – to receive and review the report from the Internal Auditor

The Clerk and Cllr King read out the details on the internal auditor report. Following a request from Cllr Stowell, Cllr King agreed to include in the Statement of Variance explanations why lines L, M and N on the internal auditors report are not ticked as yes. Cllr Williams proposed acceptance of the internal auditors report; seconded by Cllr Layt and agreed by all present at the meeting. The Council RESOLVED to agree to accept and receive the report. It was noted that several areas had been identified for further work by the internal auditor and these will be followed up over the coming months.

- c) External Audit – to consider the 2021/22 AGAR for submission to the External Auditor

- i. Annual Governance Statement - to consider the questions and respond accordingly  
Cllr King and the Clerk read out the questions. The Council RESOLVED to agree to all the Governance questions. The Chairman signed the form.

- ii. Accounting Statements - to consider and agree the accounting statement figures  
The Clerk had provided the meeting with the figures. Cllr King noted the balance brought forward on page 5 of the AGAR had been restated and outlined the reasons for this. The Council RESOLVED to agree the Accounting Statements. The Chairman and Clerk signed the form.

- iii. Electors' Rights – to consider and approve the dates  
The Council RESOLVED to approve the dates for the Electors' Rights as Monday 27<sup>th</sup> June to Monday 8<sup>th</sup> August. The notice would be posted in accordance with the Regulations.



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iv. Statement of Variance – to consider the draft Statement of Variance

The Council delegated responsibility to Cllr King to present the Statement of Variance to the external auditor.

Cllr King outlined the rules on accounting for S137 monies and would include a report of the Council's S137 grants to the external auditor.

The Clerk was asked to make the Notice of Public Rights on the Council website.

### 5. Any other business

- a) Cllr King noted that Cllr Stowell had taken photographs at the Jubilee event at Wash Meadow on Sunday 5<sup>th</sup> June 2022 and asked if he would share his photographs. Cllr Stowell agreed to provide three memory sticks to the Clerk for distribution among Councillors.

**Action: Clerk to distribute memory sticks to Councillors**

- b) Cllr King reported that the fencing surrounding the children's play area in Ripley Avenue was in poor condition. Cllr Stowell offered to provide some timber for Mr King to use to repair the fence.

### 6. Date of next meeting

The next Parish Council meeting is scheduled for Monday 18<sup>th</sup> July 2022.

There being no further business the meeting ended at 8.30pm.

Signed..... Dated.....  
**Chairman**