

*** UNTIL THE NEXT MEETING OF THE PARISH COUNCIL THESE MINUTES HAVE NOT BEEN RATIFIED***

**Minutes of the Parish Council meeting held on Tuesday 11th June 2019
at 8.30pm in the Village Hall, Little Witley.**

PRESENT: Cllrs Paul Cumming (Chair), Kay Wilson (confirmed as Vice-Chair during the meeting),
Colin Bexley, Philip Owen,

In Attendance: Kym Wild (Parish Clerk and Responsible Financial Officer)
1 Member of the Public

The meeting was convened by Chair Mr Paul Cumming and adjourned for Public Time.

Public Time - There were no requests from the Public to speak.

The meeting was re-convened

PC 19/51 Apologies:
Cllrs Pam Cumming, Jon Geach, Louise Slater

PC19/52 Declarations of Interest and written requests for dispensation:
The following non-pecuniary interests were declared in relation to item C19/58 b Planning.

Cllr Paul Cumming - Member, Malvern Hills District Council Northern Area Planning
Committee

Cllr Philip Owen - Chairman of Village Hall Committee

PC19/53 Election of Vice-Chair May 2019 to May 2020 (Formerly Item PC 19/41)
Cllr Kay Wilson signed the Declaration of Acceptance of Office of the Vice-Chair and
Undertaking to Observe The Code of Conduct of Little Witley Parish Council and this was
received by the Council.

PC19/54 Minutes

**IT WAS RESOLVED to receive, approve and sign the Minutes of the Meeting of Council
held on 11th March 2019.**

The Chairman signed the Minutes of 11th March 2019.

**IT WAS RESOLVED to receive approve and sign the Minutes of the Annual Meeting of the
Parish Council held on 13th May 2019.**

The Chairman signed the Minutes of 13th May 2019.

PC19/55 Defibrillator Information Cards
IT WAS RESOLVED to defer this matter to the next meeting of the Parish Council so that the
content and design of the proposed cards along with a quotation on the cost of a printing
run could be obtained then presented to the Council meeting by Cllr Philip Owen.

PC 19/56 Financial Year 1st April 2018 to 31st March 2019

Local Audit and Accountability Act 2014, Limited Assurance Regime. Smaller Authorities' Audit Appointments Ltd (SAAA) appointed External Auditors are PKF Littlejohn LLP.

a. Internal Auditors Report. Mr Paul A Galvin F.C.M.A

No issues were found in the prepared accounts and that the reserve funds were adequately accounted for. The Annual Internal Audit Report 2018/19 of the Annual Governance and Accountability Return 2018/19 Part 2 (Local Councils, Internal Drainage Boards and other Smaller Authorities), confirming item A. through E and G through K inclusive. as agreed. Item F. relates to Petty Cash systems, which the Parish Council does not operate. Item L. had previously been completed by PKF Littlejohn LLP, as Not Applicable. **IT WAS RESOLVED** to accept the internal auditors report.

The Internal Auditor has requested that his fee (£50.00) be donated directly to charity. **IT WAS RESOLVED** that the money should be given to The Anna Wilkinson Mockingbird Trust. The Parish Clerk was instructed to make the necessary arrangements.

b. Internal Control Systems

IT WAS RESOLVED that the internal control systems were effective and appropriate to the Parish Council's needs during the financial year.

The Annual Governance and Accountability Return 2018/19 Part 2 (Local Councils, Internal Drainage Boards and other Smaller Authorities).

c. Section 1 - Annual Governance Statement 2018/19

Items 1. to 9. inclusive were read to Councillors.

IT WAS RESOLVED to respond YES to items 1. to 8 inclusive and Not Applicable to Item 9. The Chairman and the Clerk completed the appropriate paperwork.

d. Section 2 - Accounting Statement 2018/19

The Responsible Financial Officer confirmed that the Parish Council's Accounts are prepared on a Receipts and Payments basis. Items 1 to 10. inclusive had been arrived at by this method, Item 11. is not applicable as the Parish Council does not have any Trust Funds. The Responsible Financial Officer confirmed that the financial position of the authority was presented fairly and had signed the Accounting Statements 2018/19 before presenting it to Council.

e. Signing and Dating of the Accounting Statement 2018/19 by the Chairman

IT WAS RESOLVED that the Accounting Statements 2018/19 had been appropriately prepared and the Chairman was instructed to sign the Statement on behalf of the Council.

f. External Audit Exemption (2018/19) – AGAR 2018/19 Part 2

IT WAS RESOLVED that the Parish Council met all criteria to qualify for Exemption and the Responsible Financial Officer and Chairman were instructed to complete the Certificate of Exemption and submit it to PKF Littlejohn LLP before 1st July 2019.

- g. Publication Schedule for the Notice of the Period for the Exercise of Public Rights and other information.**

IT WAS RESOLVED that the Parish Council would adopt the recommended dates of Monday 17th June to Friday 26th July inclusive for the Exercise of Public Rights and other information. The Responsible Financial Officer was instructed to make the appropriate arrangements for the publication of these dates.

(Regulation 15 (2) Accounts and Audit Regulations 2015)

PC19/57 Policies and Procedures Review

IT WAS RESOLVED that Cllr Paul Cumming (Chair) and Cllr Colin Bexley, supported by the Clerk should form a working party for the purpose of reviewing the Financial Regulations, the Statement Orders and the Risk Assessment. The outcome of their review of these Policies and Procedures will be presented at the next Parish Council meeting on 24th July 2019.

PC19/58 Planning

- a. [19/00376/HP](#) Woodlands Rise, Little Witley, Worcester WR6 6LL.**

Approval given by Malvern Hills District Council **NOTED**.

The Parish Council supported this planning application.

- b. [19/00592/FUL](#) Little Witley Parish Hall, Bank Road, Little Witley WR6 6LS**

Replacement of wooden shed with metal storage container.

IT WAS RESOLVED to support this application. The Clerk was instructed to inform the Planning Officer.

All business having been successfully transacted the meeting was closed by the Chairman at 8.48pm