

# Levens Parish Council

**Minutes of the Ordinary Meeting of the Parish Council held on 14 June 2022 at the Methodist Church, Levens at 7.00pm**

**Present:** Cllrs. R. Atfield (Chairman), S. Bagot, J. Battye, D. Rogerson, R. Mason, M. Willacy, M. R. Curry (Clerk). No members of the public were present.

**22/22 Apologies for Absence:** Written apologies had been received from Cllrs. Burrow and Holmes.

**23/22 Declarations of interest:** None

**24/22 Minutes:** It was **Resolved** that the Chairman be authorised to sign the Minutes of the Annual Parish Council Meeting held 10 May 2022 as a true record.

**25/22 Public Participation:** No matters were raised under this item.

## **26/22 Finance**

**a) Payments:** The following payments were **Approved**:

i. M R Curry – Salary: May 2022: (PC:£401.26/Project:£387.45/Charity:£74.33 Mileage:£19.50/Expenses £2.67)	885.21
ii. Jean Airey - Internal Audit Fee	75.00
iii. Tom Hecht - 12 months domain fees:	8.29
iv. Pandora Technologies Ltd - Repairs to SID:	150.00
v. Information Commissioner - Annual GDPR Registration Fee	40.00
vi. Grange-over-Sands Town Council - Audit reconciliations:	270.00
vii. Levens Estate – re-issue of lost cheque for Allotment rent	378.00
viii. S&M Carter T/A BB Contracting – Hedge removal, cutting & strimming:	210.00
ix. SLDC – Building Refs fees from the Project Account:	960.00
x. Damson Consultancy Ltd – Contract administration from the Project account:	1,920.00

## **27/22 Annual Governance and Accountability Return (AGAR) for the Financial Year 2021/22:**

**a) AGAR Process:** The Clerk reminded Councillors that it was a requirement for them to receive and approve certain documents in advance of the deadline for the submission of papers to the External Auditor.

**b) Documents Presented:**

- i. **Internal Audit 2021/22** – The Internal Auditor’s Report was noted and **Approved**. The Council noted the Auditor’s positive comments regarding the assistance of the Clerk.
- ii. **Annual Governance Statement 2021/22 – AGAR Section 1:** The Annual Governance Statement confirming that there is a sound system of internal control, including arrangements for the preparation of accounting statements was reviewed, **Approved** and signed by the Chairman and Clerk.
- iii. **Accounting Statements 2021/22 – AGAR Section 2:** The Accounting Statements having been signed by the Clerk were presented, **Approved** and signed by the Chairman.
- iv. **Publication Arrangements:** The Notice of the Period for the Exercise of Public Rights was presented and Councillors noted the dates as from 16 June to the 27 July 2022.

**28/22 Date of the Next Meeting:** The next Ordinary Meeting of the Parish Council will take place on Tuesday 12 July 2022 at 7.30 p.m. to be held in the Methodist Church

The meeting closed at 7.23 p.m.

Signed ..... (Chairman) Date:.....