

Levens Parish Council

Minutes of the Ordinary Meeting of the Parish Council held on 13 June 2023 at the Methodist Church, Levens at 7.00pm

Present: Cllrs. R. Atfield (Chairman), S. Bagot, J. Batty, H. Burrow, K. Holmes, D. Rogerson, R. Mason, M. Willacy, M. R. Curry (Clerk). No members of the public were present.

16/23 Apologies for Absence: All present – no apologies

17/23 Declarations of interest: None

18/23 Minutes: It was **Resolved** that the Chairman be authorised to sign the Minutes of the Annual Parish Council Meeting held 09 May 2023 as a true record.

19/23 Public Participation: No matters were raised under this item.

20/23 Finance

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

- i. M R Curry: Salary May 2023: (PC: £422.18; LCP: £236.26; Charity: £0.00; Mileage £36.90; Expenses £41.65): £ 736.99
- ii. Jean Airey: Internal Audit fee 2022-23: £ 100.00
- iii. Information Commissioner: GDPR Annual Registration Fee: Payment was **Agreed** but deferred pending completion of papers to enable the Direct Debit option at £35.00
- iv. KS Sign Installation and Maintenance Ltd: New posts for noticeboard: £ 120.00
- v. The payment of £61.37p to HMRC in respect of PAYE arrears for the financial year 2021-22 (previously agreed by email) was **Ratified**
- vi. An invoice from J. Thacker & Sons in the sum of £27,654.40 for boundary wall works at the village hall site was **Approved** subject to the issue of an Interim Certificate from T. Hills
- vii. The transfer of £1.2million from the HSBC Levens Project Account to HSBC Levens Parish Council deposit account No. 33011453 in order to realise interest (previously agreed by email) was noted. It was **Agreed** to transfer a further £100,000 to the deposit account.

b) Annual Governance and Accountability Return (AGAR) for the Financial Year 2022/23:

- i. **Internal Audit 2022/23** – The Internal Auditor’s Report was noted and **Approved**.
- ii. **Annual Governance Statement 2022/23 – 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 2022/23 – 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 Friday 16 June to Thursday 20 July 2023.

21/23 Date of the Next Meeting: The next Ordinary Meeting of the Parish Council will take place on Tuesday 11 July 2023 at 7.30 p.m. to be held in the Methodist Church

The meeting closed at 7.28 p.m.

Signed (Chairman) Date:.....