

Levens Parish Council

Minutes of the Ordinary Meeting of the Parish Council held on 15 June 2021 at the Institute, Levens at 7.00pm

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

Councillor Atfield opened the meeting by confirming that the meeting was being held with social distancing and other Covid-secure measures in place.

19/21 Apologies for Absence: The Clerk reported that he had emailed County Councillor Bland and District Councillor Rendell confirming that this was a short meeting dealing with administrative matters only and that whilst welcome to attend there was no necessity for them to do so.

20/21 Declarations of interest: None

21/21 Minutes: It was **Resolved** that the Chairman be authorised to sign the Minutes of the Annual Meeting of the Council held 18 May 2021 as a true record.

22/21 Public Participation: No matters were raised under this item.

23/21 Finance

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

i. M R Curry – Salary: May 2021: (PC:£432.30//Project:£360.00//Charity:£25.29 Mileage:£6.50)	824.09
ii. Jean Airey – Internal Audit Fee	72.00
iii. Treble3 – Secondary Website Hosting Annual Charge	42.00
It was Agreed that the Chairman and Clerk should review the charges raised by Treble3.	
iv. Paul Jones (Ashdown Home Store Ltd) – Christmas Tree lights	603.96
Cllr Burrow reminded fellow Councillors that £250 had been received via Cllr. Holmes as SLDC Member Grant and a further £250 grant had been pledged by Cllr. Bland	
v. Information Commissioner: Annual GDPR Registration Fee	40.00
vi. Levens Institute – Room Hire for PC meetings May/June/July	25.00

b) Annual Governance and Accountability Return (AGAR) 2020/21:

The Clerk reminded Councillors that it was a requirement for them to note and approve certain documents in advance of the deadline for submission of papers to the External Auditor

- i. **Internal Audit** – The Internal Auditor's Report which is posted on the Parish Council webpage and noticeboard was noted and approved. The Internal Auditor's informal observations on the benefits of utilising a finance software package were noted.
- ii. **Annual Governance Statement 2020/21 – 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 2020/21 – AGAR Section 2:** The Accounting Statements having been signed by the Clerk were presented, **APPROVED** and signed by the Chairman.
- iv. **Publication Arrangements:** It was noted that publication of the unaudited accounts and the period for the Exercise of Public Rights will run from 17 June to the 28 July 2021.

24/21 Levens Community Project: A refund payment of VAT from the Project to the Parish Council was **APPROVED:** £ 54.71

25/21 Future Agenda Items: Items confirmed for the next Agenda were:

- i. Arrangements between B4RN and Levens Charity for a Just Giving account

26/20 Date of the Next Meeting: The next Ordinary Meeting of the Parish Council is scheduled for Tuesday 20 July at 7.30 p.m. to be held in the Institute.

The meeting closed at 7.15 p.m.

Signed (Chairman) Date:.....