

## Minutes of the Parish Council Meeting held via Zoom on Thursday 22 April 2021

### **1 Attendance and Apologies**

In attendance: Cllr Christine Jackson (Chair), Cllr Gordon Wordsworth, Cllr Tracey Elliott, Cllr Jean Dickinson plus one villager.

Absent: Cllr John Edge

### **2 Declaration of Personal Interest**

None.

### **3 Adjournment**

i No adjournment was held.

### **4 Approval of Minutes**

i. The minutes of the Parish Council meeting held on Thursday 21 January 2021 were proposed by Cllr Wordsworth and seconded by Cllr Jackson.

### **5 Matters Arising from Previous Minutes**

5.i With regard to the application to Marr Wind Farm Fund for the purchase of a defibrillator, a grant of £1930 has been awarded, with an agreement that 10% of that amount will be contributed by the Parish Council towards a purchase and installation. Total cost was £2071 due to the cost of the machine having increased to £1812 and a cost of £259 for fitting. A VAT refund of £345 is expected. The installation was to take place on Friday 23 April, after which it will be registered with Emergency Services. The code number will be kept behind the bar of the Club and will be held by the 999 Emergency Helpline. Cllr Wordsworth is to ask the VHMC to fund the installation part of the cost. Although the defibrillator is fully automated and fully explanatory, it was thought that some basic first aid training would be useful, especially in the application of CPR. Cllr Elliott agreed to obtain details of a suitable First Aid trainer.

5.ii The potholes on Lidget Lane were repaired on the day of the meeting, 22 April 2021.

### **6 Finance**

#### **(a) Year End Statements**

- i. Cllr Wordsworth had circulated copies of the Certificate of Exemption – AGAR, the Internal Audit Report, the Annual Governance Statement, the Accounting Statements and Risk Assessment and Management, all in respect of 2020/21.
- ii. The meeting discussed the final income and expenditure accounts, budget v actual spend analysis, as presented by the RFO for the year ending 31 March 2021. The accounts were proposed by Cllr Jackson and seconded by Cllr Elliott and approved unanimously.
- iii. It was resolved that Hickleton PC is exempt from external audit for the year 2021/21 as its annual turnover does not exceed £25,000.
- iv. It was resolved that the Annual Internal Audit Report for 2020/21, included in Page 4 of the Annual Governance and Accountability Return for 2020/21, be noted.
- v. It was resolved that Hickleton PC approve Section 1 Annual Governance Statement for 2020/21 for Hickleton PC on Page 5 of the Annual Governance and Accountability Return 2020/21.
- vi. It was resolved that Hickleton PC approve Section 2 Accounting Statement 2020/21 for Hickleton PC on Page 6 of the Annual Governance and Accountability return 2020/21.
- vii. It was resolved that, in accordance with the Accounts and Audit regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities, Hickleton Parish Council will publish the following documents on a public website:
  - a. Certificate of Exemption
  - b. Section 1 – Annual Governance Statement 2020/21
  - c. Section 2 – Accounting Statement 2020/21 page 6
  - d. Analysis of Variances
  - e. Bank Reconciliation to 31 March 2021
  - f. Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.