

OXBOROUGH PARISH COUNCIL

2024/2 MINUTES

AGM held at the Village Hall, Oxborough
Wednesday 15 May 2024, starting at 7.00pm

PRESENT:	David Hotchkin	Chair
	Simon Willies	Vice Chair
	Graham Allison	Councillor
	Martyn Cockerill	Councillor
	Jackie Lambert	Councillor

6 Members of the Public

1. Election of Chair and Declaration of Acceptance of Office

The Clerk asked for nominations for Chair. Cllr Allison nominated Cllr Hotchkin, which was seconded by Cllr Cockerill. There were no other nominations and the clerk asked for a show of hands - all in favour. Cllr Hotchkin accepted and signed the declaration of acceptance of office form.

2. Election of Vice-Chair and Declaration of Acceptance of Office

The Chair nominated Cllr Willies, seconded by Cllr Lambert, all in favour. Cllr Willies accepted and signed the declaration of acceptance of office form.

3. Apologies for absence

None.

4. Declarations of Interest

None.

5. Declarations of recording and social media use

None.

6. To approve the Minutes of the AGM held 10 May 2023

The final draft Minutes had been circulated and displayed on the Notice Board (and PC website). Cllr Willies proposed that the minutes should be accepted, seconded by Cllr Hotchkin - all in favour; the minutes were signed by the Chair.

7. Matters arising

None.

8. Accounts

a. To receive, consider and approve Year End Accounts for y/e 31.03.2024

Cllr Willies observed high cost increases in some areas (grass cutting and clerk's salary)¹ and considered that the budget should include a provision for Npower payments. He asked if the parish would be charged for the recent police elections - no. Cllr Allison questioned the breakdown of payments/receipts concerning the felling of the beech tree during the year ending 31 March 2023, and the corresponding donations received. Cllr Willies pointed out that those accounts had been approved at that point, but Cllr Allison restated his opinion that the accounts should have shown more detail. Cllr Hotchkin proposed that the year end accounts should be accepted, seconded by Cllr Willies, all in favour.

b. To receive and review Internal Auditor report on 2023/24 accounts

The Clerk expressed her thanks to Mr. Mike Craig, who had audited the accounts once again. Cllr Hotchkin proposed that the internal audit report should be accepted, seconded by Cllr Allison, all in favour.

¹ Clerk's salary paid gross, whereas the previous year there was a payment of tax to HMRC (new accountants had assumed clerk was on BR tax. Actual salary increase between years was 5.6%)

c. To review and approve the 2023/24 /Section 1 Annual Return Governance Statement*

The Chair proposed that the annual return governance statement should be accepted, seconded by Cllr Allison, all in favour.

d. To review and approve the 2023/24 Section 2 Accounting Statements*

The Chair proposed that the accounting statements should be accepted, seconded by Cllr Lambert, all in favour.

e. To complete the Certificate of Exemption page 3 and return a copy of it to the external auditor either by email or by post (not both) no later than 30 June 2024

OPC has been selected for intermediate review for the 2023/24 as part of the required 5% sample of those who would otherwise be subject to a basic review. 'This does not affect your eligibility to declare the smaller authority as exempt from a limited assurance review provided all the exemption criteria are met (use AGAR Form 2) submit a copy of certificate of exemption to us.' An authority that wishes to declare itself exempt from the requirement for a limited assurance review must do so at a meeting of the authority after 31 March 2024. It should not submit its Annual Governance and Accountability Return to the external auditor. The clerk confirmed that OPC has met the exemption criteria and the Councillors agreed to declare OPC exempt from the requirement for a limited assurance review. The Chair proposed that the Certificate of Exemption should be completed, seconded by Cllr Cockerill, all in favour.

9. Appointment of Auditors (PKF Littlejohn LLP)

Cllr Allison asked if there would be any cost to the parish council - no. The Chair proposed the appointment of the auditors, seconded by Cllr Willies, all in favour.

10. Questions from the public

None.

The meeting ended at 7.28pm.

² *The authority must approve Section 1 Annual Governance Statement before approving Section 2 Accounting Statements and both must be approved and published on the authority website/webpage before 1 July 2024