

Clatworthy Parish Council

Minutes of the Meeting held on 2nd May 2023 in Clatworthy Village Hall

Present: Sally Moran (Chair), John Ward (Vice Chair), Marcus Blackburn (Clerk), Margaret Deer, Steven Pugsley (Somerset County Councillor)

1. Apologies

Apologies were received from councillors Linda Sharp and Stephen Branfield.

2. Election of Chair and Vice Chair

John nominated Sally as Chair, the nomination was seconded by Margaret.

Marcus nominated John as Vice Chair, the nomination was seconded by Sally.

3. The minutes of the Parish Council AGM held on Tuesday 7th February 2023 were approved as complete and accurate.

4. Update from County Council

Steven gave an update to the council on the current situation with the new unitary authority. In particular that our parish and the surrounding parishes come under the Somerset West Planning Committee and that Steven is a member of the committee. Also that the new Local Community Network (LCN) groupings had been established and Clatworthy came under the Dulverton and Exmoor LCN whose membership includes 18 other rural Exmoor and Brendon parishes. The primary function of the LCN is to communicate local priorities to Somerset Council to influence budget spend in the area. The primary function of the LCN is to communicate local priorities to the County Council to influence budget spend in the area. As an example, the decision to not provide winter road salt in either bags or bins has been reversed – so will continue to be provided at present.

5. Risk Assessment

The risk assessment record had been updated by Marcus since the action plans had been carried out. The updated areas being:

- Account signatories updated so that only Sally, John and Marcus are signatories and this also means that there is no longer any internet access to the accounts.
- The risks associated with the savings account are mitigated by the above since the only way to access the savings account monies is by transfer to the Treasurers Account which can only be done by a request at the bank by signatories.
- An asset register has been created on a tab in the spreadsheet recording the accounts. An electronic version will be uploaded to the web site annually as part of the AGAR and audit process.

6. Finance

6.1

The council noted that Judith Bryant will be asked to conduct the internal audit for the year ending 31 March 2023.

6.2 Review of Governance

Marcus set out the control framework for finance. The controls framework was reviewed and the council agreed that the controls are adequate and that the accounts and workings of the Council comply with the legal requirements.

6.3 Agree Accounts for FY ending 31 March 2023

The Council reviewed the annual accounting statement. Marcus pointed out that expenditure was less than budgeted as a number of parties had not asked for financial support this year. Sally agreed to mention this to the Village Hall committee since they normally ask for a grant to support the village hall insurance. The accounts were approved by the Council and signed by Sally and Marcus.

6.4 Approve Annual Governance and Accountability Return 2022/23

The Council reviewed and approved Section 1 and Section 2 of the items set out in the AGAR form. The forms were signed by Sally and Marcus.

6.5 Certify exemption from external audit

Given the above and the criteria for exemption the Council agreed that would apply to be exempt from external audit. The Certificate of Exemption was signed by Sally and Marcus.

7 Wivey Cares Grant Request

The Council has received a request for a grant from Wivey Cares and agreed to provide £100 under a S137 grant.

8. Domain Name Renewal Fee

The Council agreed to the renewal of the Clatworthy-Parish domain name with a fee of £43.16 which would initially be paid by Norma Martin online and the Council would refund her the money by cheque.

9. Somerset Prepared

The update from Jacob was postponed until the next meeting.

10. Correspondence

The Council noted the thank you letter from St Margaret's Hospice for the £100 donation.

11. Items for next meeting's agenda

Update regarding 'Somerset Prepared' from Jacob.

Any additional items for discussion should be sent to the parish clerk or chairman at least two weeks before the next meeting.

The next full meeting of the Parish Council is planned for Tuesday 1st August 2023

There being no further business the meeting closed at 20:15.

Future meetings: 7th November 2023, 6th February 2024