



**Darnhall Parish Council**



To: **The Members of Darnhall Parish Council**

Dear Councillor

You are summoned to attend the meeting of the Darnhall Parish Council to be held on Tuesday 18<sup>th</sup> July 2023 at 6.30pm at Darnhall Village Hall.

**MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND THIS MEETING.**

**PLEASE NOTE START TIME OF MEETING.**

Yours Sincerely,

Dr Mark Bailey  
**Parish Clerk**

# AGENDA

## 1. APOLOGIES FOR ABSENCE

Apologies should be notified to the Clerk before 6.00 pm on the day of the meeting, if possible.

## 2. DECLARATIONS OF INTEREST

Members to declare any disclosable pecuniary interest or non-pecuniary interest which they have in any item of business on the agenda, the nature of that interest, and in respect of disclosable interests, to leave the meeting prior to the discussion of that item. If declarations are not made at this point in the proceedings, they should be made as soon as the Member becomes aware of an interest. Whilst the Clerk can advise on the Code of Conduct and its interpretation, the decision to declare (or not) is the responsibility of the Parish Councillor, based on the circumstances of the matter in hand.

## 3. CASUAL VACANCIES

Three vacancies exist on the Parish Council following the Parish Council elections on May 4<sup>th</sup>, 2023.

As per the Council's Standing Orders, the vacancies have now been advertised and the Council is now invited to co-opt individuals to fill the vacancies. Any nominees for the vacancies will need to be nominated and seconded by existing Parish Councillors, following which the whole Council will vote on the appointment.

### RECOMMENDATION:

Members are asked to decide on filling the existing vacancies on the Parish Council.

## 4. MINUTES – TUESDAY 30<sup>th</sup> MAY 2023 (ANNUAL PARISH COUNCIL MEETING)

To resolve that the minutes of the annual meeting of the Council held on 30<sup>th</sup> May 2023 be signed as a correct record.

<https://darnhall.nwclients.co.uk/wp-content/uploads/2023/06/Minutes-of-Meeting-on-30-May-2023-Annual-Meeting.pdf>

## 5. MINUTES – TUESDAY 30<sup>th</sup> MAY 2023 (ANNUAL PARISH MEETING)

To resolve that the minutes of the Annual Parish Meeting held on 30<sup>th</sup> May 2023 be signed as a correct record.

<https://darnhall.nwclients.co.uk/wp-content/uploads/2023/06/Minutes-of-APM-30.5.23.pdf>

## 6. MATTERS ARISING

To raise any matters from the above minutes.

## 7. CHAIR'S REPORT

The Chair of the Parish Council to provide a report to the Council under this item.

## 8. PUBLIC PARTICIPATION

A period for members of the public to make comments on matters being discussed at the meeting (15 mins max).

## 9. FINANCIAL MATTERS

The following financial matters will be considered at the meeting.

### 9.1 Ledger/Bank Reconciliation Statement (1.4.23-30.06.23)

The ledger/bank reconciliation statement for the period 1st April 2023-30<sup>th</sup> June 2023 is presented to Members for note.

<https://darnhall.nwclients.co.uk/wp-content/uploads/2023/07/Darnhall-Parish-Council-Ledger-01.04.23-30.06.23.pdf>

### 9.2 Budget Monitoring Report and Receipts and Payments Summary (Quarter 1 – 2023/24) (Apr-June 2023)

The budget monitoring report/receipts and payment summary to the end of quarter one (2023/24) (Apr-June 2023) is presented to Members for note.

<https://darnhall.nwclients.co.uk/wp-content/uploads/2023/07/Budget-Mon-June-2023-12.07.23.pdf> (Budget Monitoring Report)

<https://darnhall.nwclients.co.uk/wp-content/uploads/2023/07/Reciupts-and-Payments-Summary-Apr-June-2023-12.7.23.pdf> (Receipts and Payments Summary)

### 9.3 Internal Audit/External Audit 2022/23

The Internal Audit for 2022/23 has now been completed by the Council's auditors JDH Business Services.

The full report is attached for Members to consider and can also be found at <https://darnhall.nwclients.co.uk/wp-content/uploads/2023/07/Darnhall2223IAreport-1.pdf>

The main issues raised are as follows: -

- *Bank Reconciliation*
  - No bank statement was provided to evidence the Barclays Savings Account balance used in the year end bank reconciliation.
  - The bank accounts were not labelled in the year end bank reconciliation.
  - The unrepresented cheques in the year end bank reconciliation were not labelled with the cheque number to ensure sufficient audit trail to the cashbook.

#### *Recommendations*

- *Year-end bank statements must be obtained for all bank accounts.*
- *Bank accounts and unrepresented cheques must be clearly referenced in the year end bank reconciliation.*

- VAT
  - No VAT reclaims were received during 2022/23

*Recommendation*

- VAT should be reclaimed on a timely basis and at least annually.

**RECOMMENDATION**

Members are asked to consider and approve the Internal Audit report for 2022/23.

**9.4 Authorisation of Payments**

£360.53	Clerk Pay (Dr M Bailey) (June-July 2023)
£393.00	JDH Business Services (Internal Audit 2022/23)
£61.80	Shires Accountants (Submission to Pensions Regulator)
£194.64	Walker Fire (Inspection – Village Hall)
£31.14	Chemex North West (Cleaning – Village Hall)
£23.35	Cllr Marjorie Sherry (Materials – Village Hall)
£20.59	Cllr Rosie Lee (Cleaning Materials – Village Hall)

Members are also asked to note the following change – monthly direct debit (increase from previous amount of £236.91 up to July 1<sup>st</sup> 2023.

£314.12	Scottish Power (Electricity – Village Hall) – from 1 <sup>st</sup> July 2023 onwards.
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**RECOMMENDATION**

Members are asked to approve the above payments.

**10. PLANNING MATTERS**

To consider any planning matters affecting the parish.

**11. DARNHALL VILLAGE HALL**

Members are asked to consider any other issues relating to the Village Hall:

**12. CLERKS REPORT**

To consider any updates from the Clerk.

**13. COMMUNICATION/SHARED INFORMATION**

Members may share any other information, but formal decisions cannot be taken under this item.

**14. DATE OF NEXT MEETING**

Tuesday 19<sup>th</sup> September 2023 – 7.30pm – Darnhall Village Hall