

EAST COWTON PARISH COUNCIL

Minutes of the Parish Council Meeting held in the Village Hall on Monday 23rd June 2025 at 7.30pm

2406/1 Apologies for Absence

John Shields (JS), Councillor Wilkinson (AW)

2406/2 Annual Governance and Accountability Return 2023-24 ("AGAR")

2.1 To note the Annual Internal Audit Report for 2024/25 included at page 4 of the AGAR

Councillors were advised the Auditor had indicated his approval of the Council's internal controls and the contents of the Annual Internal Audit Report for 2024/25 included at page 4 of the AGAR were noted

2.2 Approval of Responses for Section 1 – Annual Governance Statement

Councillors acknowledged their responsibility for ensuring a sound system of internal control and resolved that:

- 1) There were in place arrangements for effective financial management during 2024/25, and for the preparation of the accounting statements.
- 2) An adequate system of internal control was maintained including measures designed to prevent and detect fraud and corruption and its effectiveness had been reviewed.
- 3) All reasonable steps were taken to assure the PC that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the PC to conduct its business or manage its finances.
- 4) A proper opportunity was provided during the year for the exercise of electors' rights in accordance with the Accounts and Audit Regulations
- 5) An assessment had been carried out of the risks facing the PC and appropriate steps taken to manage those risks including the introduction of internal controls and/or external insurance cover where required.
- 6) Throughout the year an adequate and effective system of internal audit of the accounting records and control systems was maintained.
- 7) Appropriate action on all matters raised from audit was taken.
- 8) Consideration had been given as to whether any litigation, liabilities or commitments, events, or transactions, occurring either during or after the year end, had a financial impact on the PC and, where appropriate, included them in the accounting statements.
- 9) The website is up to date and information required by the Transparency Code has been and will be published.

It was resolved that Section 1-Annual Governance Statement 2024/25 on page 5 of the AGAR be completed accordingly and further resolved that the Chairman and Clerk should sign it to signify the PC's approval.

Chairman signed.....14th July 2025

2.3 To Approve Section 2 Accounting -Statements

- 1) Councillors considered the accounting statements for the PC for the year 2024/25 prepared and signed by JW as Responsible Financial Officer (RFO)
- 2) It was resolved that the PC approved Section 2 -Accounting Statements 2024/25 on page 6 of the AGAR.
- 3) It was resolved that the chairman should sign the Accounting Statement to signify approval by the councillors.

2.4 Consideration of the Certificate of Exemption

It was resolved that the PC is exempt from external audit for the year 2024/25 and that the Certificate of Exemption should be signed and returned to PKF Littlejohn LLP
ES and JW signed the AGAR accordingly.

2406/3 Finance**3.1 Approval of the Publication of Documents**

It was resolved that in accordance with The Accounts and Audit Regulations 2015, Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities that the PC will publish the following documents on its website as seen and approved by councillors:

- Certificate of Exemption
- Annual Internal Audit Report 2024/25
- Section 1-Annual Governance Statement 2024/25
- Section 2-Accounting Statements 2024/25
- Analysis of Variances
- Bank Reconciliation to 31 March 2025
- Notices of the Period of the exercise of public rights
- List of expenses and of public rights
- Lists of expenses and of public land
- Other information required by Regulation 15(2) Accounts and Audit Regulations 2015

It was further resolved that the dates for the exercise of public rights should be as proposed by the RFO namely 24th June to 23rd July 2025

3.2 Financial Accounts

It was resolved that the payments below be authorised as regular payments

Invoice Date	Description	£	Authority
08/06/2025	WGS Garden & Grounds – Grass Cutting	70.00	Highways Act 1980, s115B and Open Spaces Act 1906, s10(b)
12/06/2025	A J Whitfield - Auditor	100.00	The Accounts and Audit Regulations 2015

Chairman signed.....14th July 2025

2406/4 Public Participation

None

2406/5 Date & Time of Next Meeting

14th July 2025 at 7:30pm is proposed

2406/6 Meeting Closed

There being no further business, ES closed the meeting at 20:05

Chairman signed.....14th July 2025