

**NOTES OF A WARMINGHAM PARISH COUNCIL EXTRAORDINARY MEETING HELD ON
WEDNESDAY 14th JUNE 2023 AT 4.30 PM**

PRESENT: Councillors James Richardson (Chairman), Oliver Rowe and Robert Newton
Gaynor Hawthornthwaite (Clerk)

There were no members of the public in attendance.

1. APOLOGIES FOR ABSENCE

Councillors Jo Price and Simon Moss.

2. DECLARATIONS OF INTEREST

None declared.

3. FINANCE

Approval of 2022/23 Annual Audit Return

- Completion of Section 1 – Annual Governance Statement 2022/23: The PC considered and voted on points 1-8 of the Statement in Section 1, which was approved and signed by the Chairman and the Clerk/Responsible Financial Officer.
- Completion of Section 2 – Accounting Statements 2022/23: The PC considered the Statement in Section 2, which was approved and signed by the Chairman and the Clerk/Responsible Financial Officer.
- Approval of Exemption Certificate After consideration of the Certificate of Exemption, the PC agreed that as the PC annual gross income and annual gross expenditure for 2022/23 did not exceed £25,000, the PC wished to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Small Authorities) Regulations 2015. The form was signed by the Chairman and the Clerk/Responsible Financial Officer.

Action - Clerk to return the Certificate of Exemption to the External Auditor and to arrange for the 2022/23 Annual Internal Audit Report, Annual Governance Statement, Annual Accounting Statements, Certificate of Exemption and the Exercise of Public Rights Accounts to be displayed on the PC website and noticeboard.

Approval of Accounts and Internal Auditor's Report – 2022/2023

The end of year accounts were approved and the recommendation from the internal auditor's report was received and noted:

“a robust set of books and records has been maintained throughout the financial year and all internal control objectives were met. The council need to ensure as recommended in 2021/22 report below that the levels of earmarked and general reserves at the year end are disclosed.”

The following were approved for a BACS payment:

- Internal Audit for 2022/23 – JDH Business Services Ltd - £272.40
- Payroll Services 6th April 2023-5th October 2023 – Shires Accountants - £82.80
- Reimbursement to Clerk - Stationery – Jiffy Bag (£2.99) and Recorded Delivery Postage (£11.15) for Audit Papers – Mrs G Hawthornthwaite, totalling £14.14
- Reimbursement to Mrs Rowe – Items for the Village Planters - £257.33

5. DATE OF NEXT MEETING

The date of the next meeting is Wednesday 12th July 2023 at 7.30 pm.

The meeting closed at 5.15 pm