

**NOTES OF A WARMINGHAM PARISH COUNCIL EXTRAORDINARY MEETING HELD ON MONDAY
17TH JUNE 2024 AT 5.00 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

Councillor Newton declared that he was a member of the Village Hall Committee.

3. VILLAGE DEFIBRILLATOR

The Village Hall defibrillator is not fit for purpose and needs to be replaced as soon as possible. The Village Hall Committee have asked if the Parish Council could assist with the funding of an indoor defibrillator to be located at the Village Hall.

The PC considered the funding reserves in the 2024/25 budget for Village Projects and agreed to purchase a new defibrillator for the village.

Councillor Richardson had obtained one quotation of £895 for a replacement defibrillator. Due to the urgency of the purchase of a new defibrillator, it was agreed that Councillor Richardson should obtain a further quotation for a new defibrillator with a 7-year warranty from Defib Warehouse, to be approved outside of the meeting.

Action – Councillor Richardson to follow up.

FINANCE

Approval of 2023/24 Annual Audit Return

- Completion of Section 1 – Annual Governance Statement 2023/24: 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 2023/24: 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 2023/24 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 2023/24 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 – 2023/2024

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

- **Issue**
The level of total reserves is over 100% of the precept. There is no statement of earmarked reserves in the annual budget process to determine the precept. Sector

guidance is that general reserves should be between 25% and 100% of the precept level.

Recommendation

The council must disclose how much of year-end reserves are earmarked and specify the schemes or projects they are earmarked for.

The council should review the level of general reserves with reference to sector guidance.

The PC received and noted the recommendation. They considered the planned expenditure for 2024/25 and are to provide more detail with regard to future village projects in the Budget. The PC agreed that a future village project would be to purchase another defibrillator for the Red Phone Box.

- **Issue**

A printer purchase during the year had not been added to the fixed asset register.

Recommendation

All capital additions in the year must be updated into the asset register.

The PC noted that the Clerk had updated the fixed Assets Register and in future the Register will be reviewed at the March PC meeting.

The following were approved for a BACS payment:

- Internal Audit for 2023/24 – JDH Business Services Ltd - £297.00
- Reimbursement to Councillor J Richardson – Payment of fireworks for Village D Day Celebrations - £163.99 - July

4. DATE OF NEXT MEETING

The date of the next meeting is Monday 8th July 2023 at 7.00 pm.

The meeting closed at 6.05 pm