

**THE MINUTES OF THE MEETING OF THE  
CASTLE EDEN PARISH COUNCIL  
HELD ON THURSDAY 16 JULY 2020**

**Present:**

Councillor M Wilmer (Chair)

Councillors D Martin, Mrs S Kramer, Mrs J Welch, Mrs L Taylor

Also Present:

1 resident

**1. AMENDMENT TO STANDING ORDERS**

Consideration was given to the amendment to Standing Orders to allow for virtual meetings.

**RESOLVED** that the amendment be approved.

**2. APOLOGIES FOR ABSENCE**

Apologies were submitted on behalf of Councillor M Carling.

**3. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**4. POLICE REPORT**

**5. THE MINUTES OF THE LAST MEETING** held on **19 MARCH 2020**, a copy of which had been circulated to each Member were approved and signed by the Chair.

**6. COUNTY COUNCILLORS REPORT**

There were no County Councillors present.

**7. PLANNING PROPOSALS**

a) DM/20/01378/CPO Erection of out building for use as home office to south west of main dwelling confirmation of elevation deemed to be front of dwelling at Hallow Hill, The Village, Castle Eden

**RESOLVED** that no objection be made.

b) DM/20/01400/FPA Loft conversion and to install 2 no. rooflights to front and 1 to rear 6 The Foundry, Castle Eden

**RESOLVED** that no objection be made.

**8. ANNUAL INTERNAL AUDIT REPORT 2019/20**

Consideration was given to the report of the Internal Auditor which examined the system of internal controls that were in place to ensure that the Parish Council may obtain an adequate level of assurances for its activities, a copy of which had been circulated.

The report gave details of the annual review of the internal control arrangements within the Council.

Members were advised that all Local Councils in England were expected to complete an Annual Return which summarised their annual activities at the completion of each financial year.

It was Members responsibility to ensure that financial management was adequate and effective and the Council had a sound system of internal controls.

A section within the Annual Return had been completed by the Parish Council's independent internal auditor and in his view the system of internal controls were adequate for the purpose intended and had been operated effectively. The Report recommended that the internal controls within the Parish Council were satisfactory.

**RESOLVED** that the Internal Audit Report 2019/2020 be accepted.

#### 9. **ANNUAL GOVERNANCE STATEMENT 2019/20**

**RESOLVED** that the annual governance statement be approved and the following confirmed:

- 1 We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
- 2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
- 3 We took all reasonable steps to assure ourselves 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 council to conduct its business or manage its finances.
- 4 We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.
- 5 We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
- 6 We maintained throughout the year an adequate and effective system of internal audit of the council's accounting records and control systems.
- 7 We took appropriate action on all matters raised in reports from internal and external audit.
- 8 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate, included them in the accounting statements.

#### 10. **ACCOUNTING STATEMENTS 2019/20**

Consideration was given to the Statement of Accounts and asset register for the Year Ended 31 March 2020, a copy of which had been circulated.

**RESOLVED** that the Statement of Accounts and asset register be approved.

#### 11. **CERTIFICATE OF EXEMPTION**

Smaller Authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2018 could certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015.

**RESOLVED** that the Certificate of Exemption be agreed.

12. **FINANCE REPORT**

Balance as per bank reconciliation as 3 July was £33,129.87

Bank statements were viewed by the Chair

PAYEE	DESCRIPTION	AMOUNT	CHEQUE NO
BHIB insurance	Insurance	£511.85	000657
L Hardman	Gardener	£500.00	000658
CDALC	Subscriptions	£87.38	000659
Clerk	Salary	£515.42	000660
Clerk	Expenses	£91.40	000660
HMRC	Salary	£128.86	000661
G Fletcher	Audit	£100.00	000663
Clerk	Expenses	£37.20	000664

13. **VILLAGE MATTERS**

a) **ACE Report**

The key points from the last ACE meeting were circulated.