

**MINUTES OF THE MEETING** of the  
**CUERDEN PARISH COUNCIL** on **MONDAY 15<sup>th</sup> July** at **7.00pm**

Clerk email: [clerk@cuerdenparishcouncil.org.uk](mailto:clerk@cuerdenparishcouncil.org.uk) [www.cuerdenparishcouncil.org.uk](http://www.cuerdenparishcouncil.org.uk)

Meeting held at Clayton le Woods Primary School, Back Lane

In attendance Cllr Nev Whitham, Cllr Martin Brown, Cllr Alison Whitham; clerk Ann Phelan.

*The Clerk apologises, on behalf of the parish council, for the postponed meetings these past few months. Each of our Councillors have suffered the loss of close family members this year. This has impacted their ability to attend meetings and this has delayed the year end AGAR reporting. The fact that the parish is run on minimum resources is an issue, therefore **If any members of the Parish wish to support their Parish and you think you might be able to help, please think about joining us and get in touch with the clerk at [clerk@cuerdenparishcouncil.org.uk](mailto:clerk@cuerdenparishcouncil.org.uk).***

**Apologies for Absence.** None.

1. **Disclosure of Personal/Prejudicial Interests.** None
2. Approval of the Minutes of the previous Meeting
3. Matters arising from the minutes – as the last meeting was non-quorum matters carried forward see items for discussion
4. **Election/Annual Declarations.** Nev Whitham to continue as Chairperson, Martin Brown to continue as Vice-chair for the forthcoming year. All councillors completed their declarations of acceptance of office.

5. **Items discussed**

- AGAR - the clerk read out the details of the extension to deadlines (to 31<sup>st</sup> July) from PKF Littlejohn and accepted that as the deadline had been missed the auditor would have to qualify their report by including an “except for” matter. In the annual audit report the internal control objectives C, G, L,M & N have not been met therefore the clerk is required to raise an audit points action plan to avoid this happening in the future.
- Clerk presented the audited accounts for the financial year 2023/24. It was resolved that these accounts be accepted.
- Exemption certificate for the Annual Audit 2023/24 - As the Parish Council neither received gross income, nor incurred gross expenditure, exceeding £25,000 in the tax year ending 31st March 2024, it was resolved that the Parish Council wished to certify themselves as exempt from a limited assurance review under section 9 of the Local Audit (smaller Authorities) Regulations 2015 and the exemption certificate be signed by the Chairman and the Clerk.
- An analysis of variances and bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights was signed off by Chair Nev Whitham. These along with the exemption certificate are to be published on the Parish notice board & website.
- Section 1(Annual Governance Statement) and section 2 (Statement of Accounts) Annual Audit for the year ending 31 March 2024 were reviewed by the Council and approved and signed by the RFO and Chair Nev Whitham.
- Accounting Statements 2023/24 (section 2 on Annual Return) – Approved and signed by RFO and Chair Nev Whitham.
- The Receipt of Precept amount of £1290 for year 2024/25 was received on 08.04.24. The receipt of Precept for year 2023/24 (accrued) was received late on 29.04.24.

Chair ..... Date .....

- Due to time constraints discussion on Central Governments policy on housing carried forward.
- Need for additional Councillors and permanent clerk – as things are settling down, once more pressing issues are resolved the previously shelved flyer to residents will be revisited. The parish notice board displays a notice of the vacancies.
- Clerk honorarium must be declared for tax purposes – clerk having ongoing discussion with HMRC – they are sending links to enable online access to PAYE. No other option available for clerks “employed” by a parish. Once the bank mandate is accepted and the payment cleared HMRC will be notified and a decision to pay either quarterly or annually will be made. Clerk to investigate whether sundry expenses can be used to offset tax (i.e. printing and stationery) or whether they ought to be refunded by the parish.
- Neighbourhood Priority project funding – again carried forward pending the bank mandate being accepted.

6. **Adjournment for Public participation session** – no public attending.

7. **Planning report and any updates** – Walled garden – 24/00513 – liberties are being taken with the planning process - AW is sending a response.

8. **Parish Council Accounts** – Agar completed and signed off by chairperson today and ready to submit to PKF, bank reconciliation/cash flow forecast completed going forward

9. **Mandate** – paper forms requested as online system not user friendly and time wasting.

10. **Accounts for Payment** – accrued

Clerk honorarium Jul 23 to March 24 9 x £41	369.00	Ref 0360
Easy Website fees Aug 23 to Dec 23 5 x 27.60	138.00	Ref 0361
May election fees pd to Chorley BC	165.28	Ref 0362
Room hire year pd to CLWCP school	60.00	Ref 0363
Easy Website fees Jan to March 24 3 x 30.36	91.08	Ref 0364

*The following payments refer to year commencing*

*1<sup>st</sup> April 2024*

Clerk honorarium April to July 2024 4 x £41	164.00	Ref 0365
Easy Website fees April to July 24 4 x 30.36	121.44	Ref 0366
Annual Parish Insurance Zurich	196.00	Ref 0367

(Cheques raised and authorised by NW then agreed that the book passed to MB once mandate comes through, to be 2<sup>nd</sup> authorisation/signed by MB and passed back to the clerk for processing.)

11. **Other Correspondence.** – none

12. **Any other business** - Exchange of Information Only.

*Councillors are respectfully reminded that this is not an opportunity for debate or decision making*

*Accepted at the Council meeting which took place on Monday 9<sup>th</sup> September 2024 at 7pm*

*Next meeting scheduled for Monday 25<sup>th</sup> November at Clayton le Woods Primary School.*

*Contact Ann Phelan [clerk@cuerdenparishcouncil.org.uk](mailto:clerk@cuerdenparishcouncil.org.uk) ; [www.cuerdenparishcouncil.org.uk](http://www.cuerdenparishcouncil.org.uk)*

*Original copy signed by Chairperson N. G. Whitham Date 9<sup>th</sup> September 2024*

Chair .....

Date .....