Minutes of a Meeting of Livesey Parish Council held on Thursday 11 May 2023 which commenced at 7.00pm, at Livesey Parish Hall, York Terrace, Feniscowles, Blackburn.

Present: Cllrs J Arnold (In the Chair), R Moore, K Malowana -Murphy, C Hardman, K Murray, D Hardman and L Cade.

**6020 Apologies for Absence**

There were apologies for absence from Cllr J Malowana – Murphy.

**6021 Declarations of Interest**

Declarations of interest were received from councillors in respect of the following areas: Cllr J Arnold Feniscowles Primary School. Cllr R Moore declared an interest in the Kingswood Homes Building Project and the Walton-le Dale School buses. Cllr C Hardman Immanuel Guides and Scouts.

**6022 Minutes of the Meeting held on 13 April 2023**

**RESOLVED:** that the Minutes of the Meeting held on 13 April 2023, having been circulated, be received as a correct record, and be approved and signed by the Chairman.

**Meeting adjourned at 7.05 pm for local issues**

Details of local issues were included in the clerk’s report for information/action if required.

**Meeting reconvened at 7.40pm**

**6023 Accounts**

**RESOLVED:** that the following accounts be approved:

Clerks Salary: £ 300.00, LALC: £814.11(already paid), HMRC: £225.00, Donation: £600.00.

**6024 Planning**

1)There were 3 planning applications on the schedule. Councillors objected to:

* Planning Application Ref: 10/23/0240.

***Action: the clerk to contact the Council and object to the -planning application and also get more detail/ clarity on the future proposal of the scheme.***

**6025 Rosebay Wood**

This item was ongoing and would be left as an agenda item till it was concluded.

**6026 Future Visit by the Deputy Police and Crime Commissioner**

The Chairman would arrange a future visit for the Deputy Police and Crime Commissioner. He would also arrange for him to attend a Parish Council meeting.

**6027 To receive items for information**

* **Reports from Local Organisations.** Members of Local Organisations presented verbal reports or if not present written reports for the Chairman to read out, to the Council on their activities during the preceding year. The Chairman thanked the Local Organisations for their reports.
* The clerk had received no further items for information

**Exclusion of the Public and Press (at 8.05pm)**

**6028 Financial Position 11 May 2023**

The clerk had circulated to Councillors the latest financial position of the Parish Council which related to 11 May 2023.

***The financial position was noted and approved by Councillors***.

**6029 Annual Risk Assessment (Update for 2022-23)**

Regulation 4 of the Accounts and Audit (England) Regulations 2011 requires that authorities (Parish Councils) review the effectiveness of internal control which included arrangements for the management of risk. The Parish Council following advice had produced its own bespoke template to assess potential current and future risks. Members reviewed the list of risks and procedures in place to combat them. All risks were categorised by members.

***Resolved:* *that the risk assessment having been reviewed be formally adopted and accepted as a fair assessment of the risks of the Parish Council for the ng year 2022-23, and that the Chairman and clerk sign off the schedule*.**

**6030 Donation Appeal**

The Parish Council had contributed to a survey to be carried out by Leith Planning Limited. The area was Land at Bank Hey Farm Heys Lane Blackburn (PO253). This contribution had been agreed by Councillors prior to the meeting.

**6031 Livesey Parish Hall (Update)**

There were still a number of issues to be resolved by the new committee headed by the new Chairman Cllr Rick Moore. Meetings had been changed to fit in with the Parish Council meetings which would keep trustees updated on current progress made.

**6032 Bank Mandate**

The Bank Mandate had been completed by Councillors to incorporate the new signatories, and had been presented to the bank for completion and confirmation. Signatories would need to go into Lloyds Bank with identification to be confirmed on the list.

**6033 Queens Platinum Jubilee**

This item was ongoing and would be completed in due course.

**6034 Certificate of Exemption (2022-23)**

As the Parish Council had a total gross income and total gross expenditure of less than £25k, there was no need to send off detailed accounts to the External Auditor. Instead, an exemption certificate was signed by the chairman and the clerk which would be submitted to the External Auditor in early June 2023. The Annual Internal Audit Report, Annual Governance Statement, Annual Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights still needed to be fully completed and, along with a copy of this certificate, published on a public website\* in early June 2023. By signing this certificate, the Parish Council were also confirming that this would be done.

***Action: Clerk to ensure that all the above actions were completed.***

**6035 Annual Internal Audit Report (2022-23)**

The Annual Internal Audit for **2022-23** had been carried out in accordance with the needs of the Parish Council. Acting independently **Mr F Cumpstey** had looked at the assessment of risk carried out selective assessment of compliance with the relevant procedures and controls that were in operation during the financial year to **31 March** **2023.** On the basis of the findings in the areas examined the internal audit conclusions were summarised. The conclusion was that in all significant respects the control objects were being achieved throughout the financial year. The Internal Auditor had concluded that the accounts were materially accurate and correct.

***Councillors accepted the report and conclusion of the Internal Auditor and thanked him for carrying out the audit for 2022-23 financial year.***

**6036 Annual Governance Return (2022-23)**

In compliance with a change in the accounts and Audit Regulations 2015, the clerk went through the Annual Governance Statement **2022-23** with councillors. Councillors acknowledged that there was a sound system of internal control, including arrangements for the preparation of Accounting Statements. The statement was signed by the Chairman.

**6037 Annual Accounting Return (2022-23)**

The clerk explained to councillors’ section 2 which was the Accounting Statements relating to **2022-23.** Councillors accepted/approved the return which was signed off by the Chairman.

**6038 Date and Time of Next Meeting**

**RESOLVED:** that the next meeting of Livesey Parish Council would take place on **Thursday 8 June 2023 at 7.00pm at Livesey Parish Hall York Terrace Feniscowles Blackburn.**