

Minutes of a Meeting of Livesey Parish Council held on 11<sup>th</sup> May 2018 at Livesey Parish Community Hall, York Terrace, Feniscowles, Blackburn.

Present: Cllrs D Hardman (in the Chair), J Pearson, C Hardman, D Dowling, J Croasdale, J Malowana – Murphy, K Malowana -Murphy and I Simm.

### **5331 Apologies for Absence**

There were no apologies for absence.

### **5332 Declarations of Interest**

Declarations of interest were received from, Cllr D Dowling Feniscowles Trust and St Pauls School. Cllr C Hardman Immanuel Guides. Cllr I Simm Ground Maintenance (Grass Cutting) and the Parish Hall Committee. Cllr J Pearson Rosebay Wood Group, Planning and Feniscowles Trust. Cllr J. Malowana - Murphy Livesey Parish Hall Committee, Rosebay Wood Group, Livesey Library and St Pauls School. Cllr K Malowana-Murphy Livesey Library. Cllr D Hardman Planning, Immanuel Scouts and Cherry Tree Cricket Club. Cllr J Croasdale Parish Hall Committee.

### **5333 Minutes of the Meeting held on 13 April 2018**

**RESOLVED:** that the Minutes of the Meeting held on 13 April 2018, having been circulated, be received, approved and signed by the Chairman.

### **Meeting adjourned at 7.50pm for local issues**

Details of local issues are included in the clerks report.

### **Meeting reconvened at 8.30pm**

### **5334 Accounts**

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

Clerks Salary:£252.50,Office Exps: £ 44.96, Annual Insurance: £ 810.27.

### **5335 Planning**

There were six planning applications on the schedule. Councillors expressed concerns regarding planning applications 10/18/0294, and 10/18/0417, and asked the clerk to contact the Council to express their concerns.

**Action: Clerk to contact the council regarding the concerns of Parish Councillors**

### **5336 Rosebay Wood**

There would be a site meeting with Martin Eden next week to discuss the position.

### **5337 Defibrillator for the Parish Hall.**

Councillors agreed on the type of defibrillator needed for the Community Hall which would need pads that were safe to use on children. There would be a need to train various people on how to use the equipment.

***Action: Cllr Ian Simm to contact the Ambulance Service to progress the purchase and installation of a defibrillator.***

### **5338 Litter Signs for Livesey Parish**

Councillor Ian Simm would look at a design for the signs and report back to the next meeting.

### **5339 To Receive Items for Information**

There were no items for information.

## **Exclusion of the Public and Press**

### **5340 Financial Position 11 May 2018**

The financial position to 11 May 2018 was noted and approved by councillors.

### **5341 Certificate of Exemption (2017-18)**

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 by **11 June 2018**. 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\* before 2 July 2018. 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.***

### **5342 Annual Internal Audit Report (2017-18)**

The Annual Internal Audit for 2017-18 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

2018. 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 2017-18 financial year.***

#### **5343 Annual Governance Return (2017-18)**

In compliance with a change in the accounts and Audit Regulations 2015, the clerk went through the Annual Governance Statement 2017-18 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.

#### **5344 Annual Accounting Statement (2017-18)**

The clerk explained to councillors section 2 which was the Accounting Statements relating to 2017-18. Councillors accepted/approved the return which was signed off by the Chairman.

#### **5345 Date and Time of Next Meeting**

**RESOLVED** : that the next meeting of Livesey Parish Council will take place on **Friday 8 June 2018 at 7.30pm** at Livesey Parish Community Hall, York Terrace, Feniscowles, Blackburn.